MARYLAND JUDICIARY

GEARS

General Enterprise And Resource Support

AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court

Last Revised July 16, 2013

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AR230

AR230 Managing Customer Billing, Receivables and Customer Payments - District Court

Course Overview
Cash register transactions are transmitted into GEARS via the bus interface for local accounting - Circuit Court and District Court. These transactions are processed in the Billing and Accounts Receivable modules in GEARS.

The GEARS Billing and Accounts Receivable modules help you plan, manage, and track the Judiciary's revenue and billing activities related to cash register transactions.
This course discusses processing of cash register transactions in GEARS for the following types of transactions for District Court. You can record revenue allocation and customer payments, and process local accounting revenue transactions such as deferred payments, bond forfeitures, and return of Escrow. Assigned GEARS users can:

- Record revenue allocation and customer payments
- Process Local revenue disbursements
- Generate the Fund Allocation Report (FAR)
- Revenue Allocation Adjustments
- Process return of escrow
- Process bond forfeitures
- Process deferred payments
- Process bad checks (Case related)

Course Outline
The following sections and lessons provide step-by-step instructions on processing revenue allocation and payment recording for District Court cash register transactions in GEARS.

- Course Audiences and Prerequisites
- Lesson 1: Reviewing GEARS Billing and Accounts Receivable Concepts
- Lesson 2: Understanding Key Order-to-Cash System Processes
- Lesson 3: Processing Cash Register Interface to Billing and AR
- Lesson 4: Processing Escrow Transactions
- Lesson 5: Processing Deferred Payments
- Lesson 6: Processing Bond Forfeitures
- Lesson 7: Processing Bad Checks (Case Related)
- Lesson 8: Processing Local Revenue Disbursements
- Lesson 9: Processing Revenue Refunds
- Course Summary

Course Audiences and Prerequisites

Audience(s)
The Judiciary audiences for this course are:

- District Court - Courts Only

GEARS Role(s)
This course is intended for Judiciary employees with the following GEARS role(s):

- BI Customer Maintenance
- BI Specialist
- AR Specialist

Prerequisites
The recommended prerequisites for this course are:

- INT100 Introduction to GEARS
- AR100 Understanding GEARS Billing and Accounts Receivable Processes

Lesson 1: Reviewing GEARS Billing and Accounts Receivable Concepts

Lesson Overview
In this lesson, you will review fundamentals of the Billing and Accounts Receivable modules in GEARS related to the Order-to-Cash (OTC) business processes.

Lesson Objectives
After completing this lesson, you should be able to understand the following concepts and how they fit into the OTC business processes:

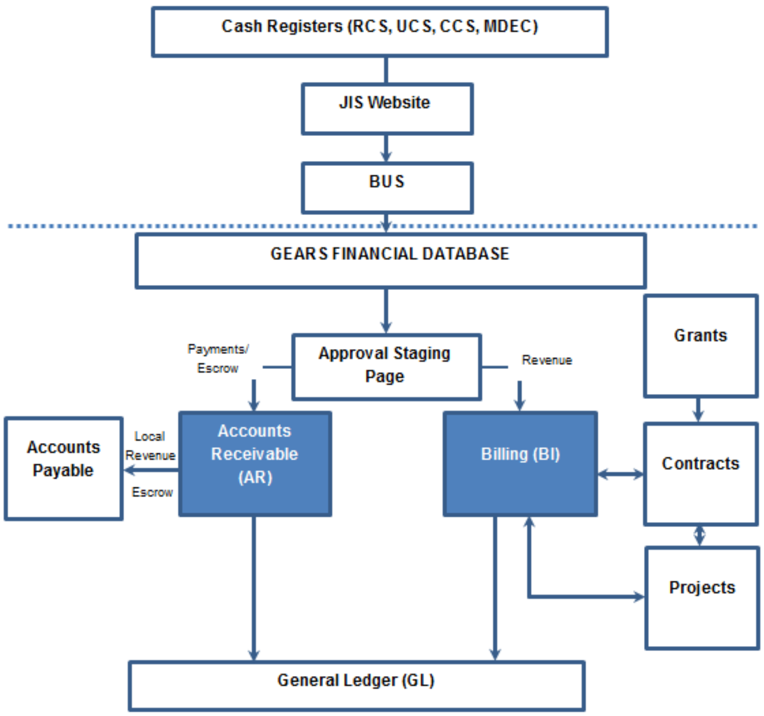
- Billing and Accounts Receivable Integration Points
- OTC Business Units
- OTC Customers
- Bills and Bill Lines
- Deposits

1.1 Reviewing Accounts Receivable and Billing Integration Points

After completing this topic, you will be familiar with:

- The components of the GEARS Billing and Accounts Receivable modules and how these modules integrate with other GEARS modules

The diagram below highlights the billing and accounts receivable integration overview.



Cash Register / JIS Website / BUS – Cash register transactions process outside of GEARS.

Approval Staging Page – The Approval Staging Page will display a summary of all transactions for a given date by Batch County, District and Location level.

Billing – Billing sends pending items (bills that need to be paid) to Accounts Receivable.

Accounts Receivable – In Accounts Receivable, payments are applied to the pending items or bills.

Project Costing, Contracts, and Grants - The Grants module integrates with Project Costing and Contracts. All payments owed to the Judiciary from Federal Sponsors are calculated in Contracts and is recorded as a bill in GEARS Billing.

Accounts Payable – When you are distributing local revenue refund and return of escrow payments to customers, Accounts Receivable sends these refund transactions to Accounts Payable for vendor payment (NOTE: when receiving refunds, Customers become Vendors).

General Ledger – The GEARS Receivables module sends accounting entries created from the bills (invoices) to GEARS General Ledger . The GEARS Billing module sends a listing of all accounting entries that are created for invoices to General Ledger.

1.2 Understanding Order-to-Cash Business Units

After completing this topic, you will be familiar with:

- GEARS Order-to-Cash (OTC) business units
- How business units are used to process Judiciary Billing and Accounts Receivable transactions

Business Units

In GEARS, a business unit represents a collection of transactions. Each GEARS module (General Ledger, Accounts Receivable, Billing, Accounts Payable, etc.) has its own business unit structure. For OTC specifically, a business unit represents a collection of invoices while a receivable business unit represents a collection of customer balances. The Billing and Accounts Receivable business units are configured to use the same value (represented as "JUDXX" where "XX" represents the batch agency).

In GEARS Billing and Accounts Receivable modules, there are several categories of business units for District Court to use:

- Judiciary
- District Courts
- Traffic Processing Center

A description of each business unit type is provided in the table below.

OTC Business Unit	Description
Judiciary	Also known as "MDJUD". This business unit is the default business unit which is used to track all accounting entries in the General Ledger. This business unit is also known as the "Business Unit GL" on some Billing and Accounts Receivable pages. Accounts Payable also defines an "MDJUD" business unit to track payable obligations that interact with the State.
Circuit Court	There are twenty-four (24) business units defined to track the revenue and payment activity for each circuit court (24). Each business unit is defined as "JUDXX", where the "XX" represents the Judiciary batch agency. For example, "JUD06" represents Carroll County Circuit Court.
Traffic Processing Center	One (1) business unit ("JUD77") is defined to track the revenue and payment activity for the Traffic Processing Center.

1.3 Understanding Customers

In GEARS, a customer generally represents an individual or entity that has a debt to be paid to the Judiciary. GEARS defines these customers as "Bill To" customers to reflect that they may be invoiced or hold a balance that requires attention.

After completing this topic, you will be familiar with:

-

the definition of a customer in GEARS

-

the pages used to enter/update and maintain customers in GEARS

Reviewing Customer Types

Every transaction within Order-to-Cash (OTC) requires a business unit and a customer, both of which must be defined prior to entering the transaction. Some of the main reasons the Judiciary uses to create customers in GEARS include: (1) re-billing for bad checks, (2) supporting the local revenue disbursement process. Customers will be shared across business units and are defined by one of the following:

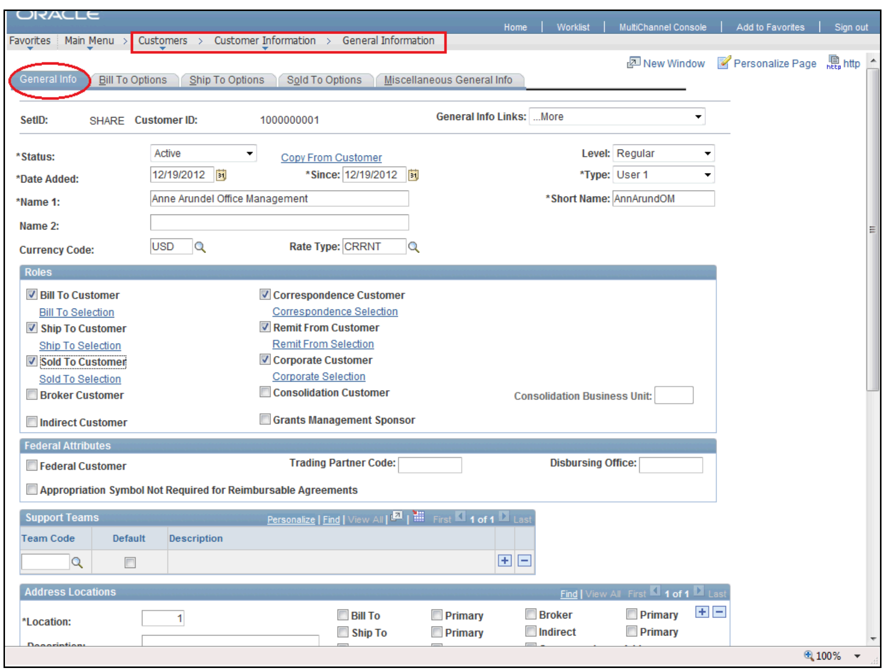
- Court Customer
- Local Customer

A description of each customer type is provided in the table below.

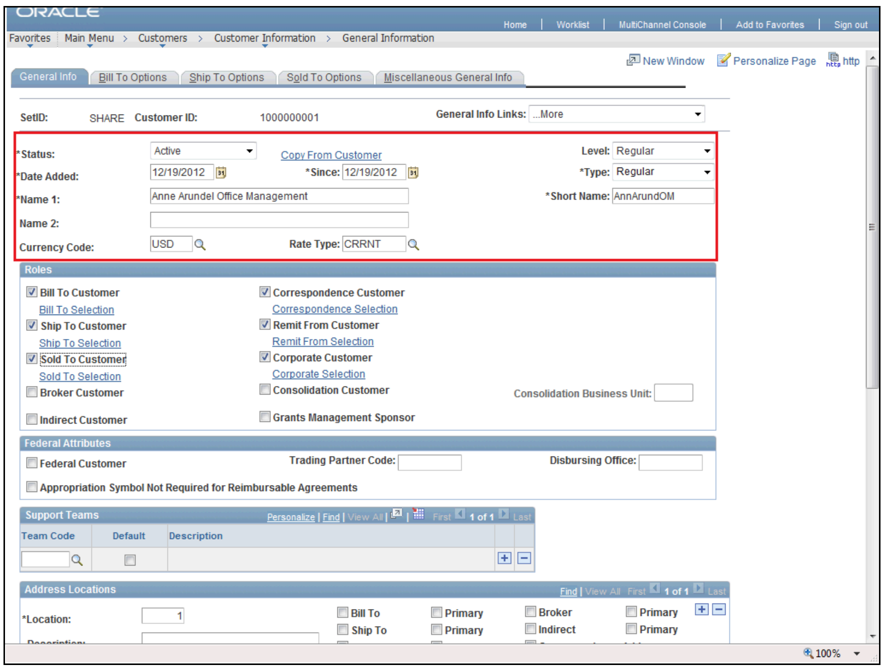
OTC Customer	Description
Court Customer	The majority of the functionality within OTC revolves around revenue allocation based upon monies paid by local customers for fines, licenses or other court costs. GEARS does NOT track each individual customer for these transactions but utilizes a default court customer to satisfy the system need for a customer value. The **Court Customer** is set up to use the same value as the business unit (i.e., "JUDXX") in order to keep a simple and straight-forward means of tracking activity. The expectation is that this customer will never hold an open balance since all fees/costs are paid in full and no receivable is tracked.
Local Customer	**Local Customers** hold balances within GEARS for a variety of transactions, including but not limited to Bad Checks. Local Customers must be manually entered within GEARS prior to entering the related transaction. Each customer will be defined by an auto-sequenced ID (e.g., "1000000024").

Procedure

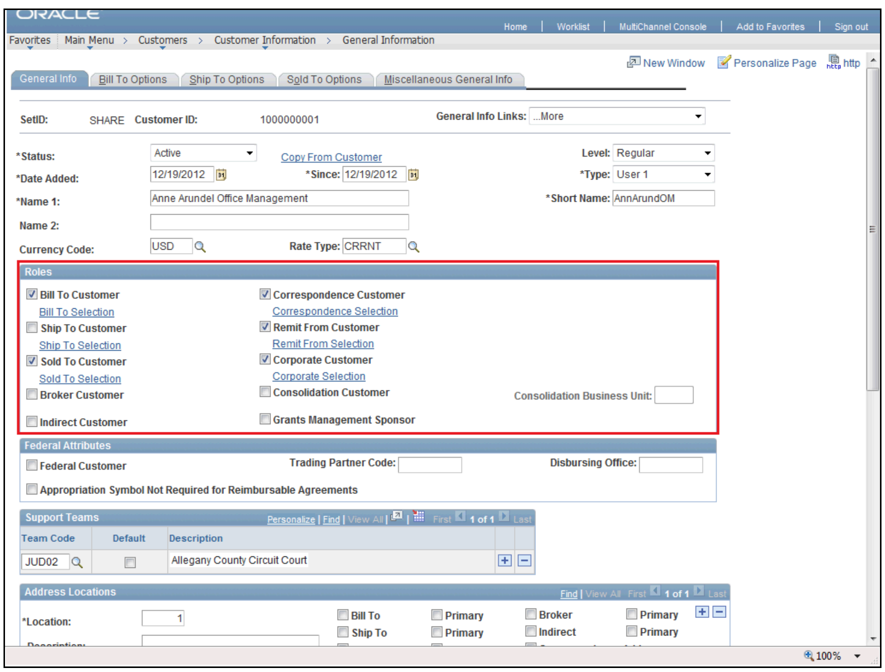
In this topic, you will review the pages used to enter/record GEARS Customer information.



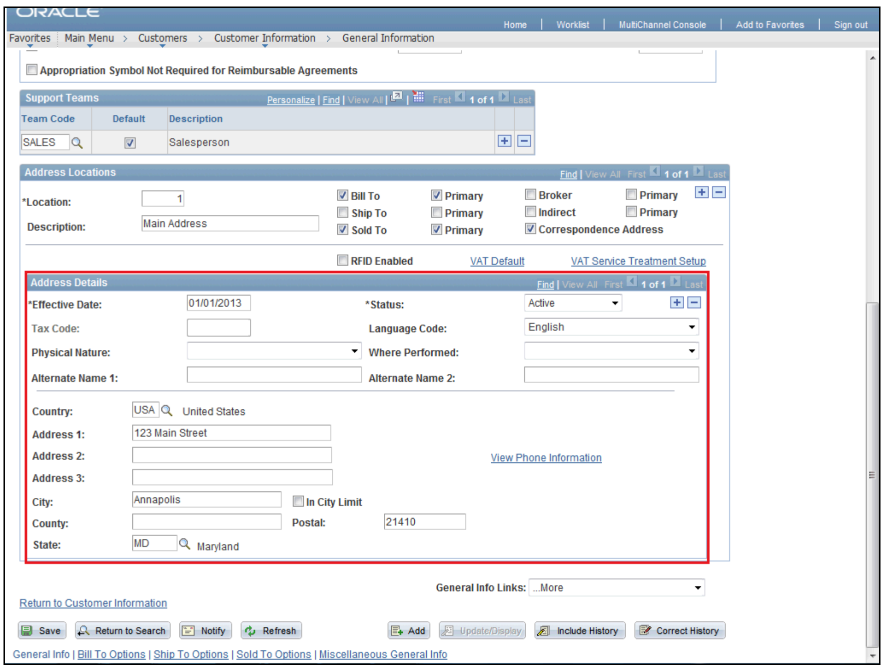
Step	Action
1.	The **Customer Information - General Information** is where you add and/or review customers' names and level information and to assign associated roles. You can also enter one or more addresses for customers and assign descriptions to each location. While there are several pages available for customer setup, the Judiciary will utilize the main **General Information** page to track the following key information such as name, address information, and other key attributes.



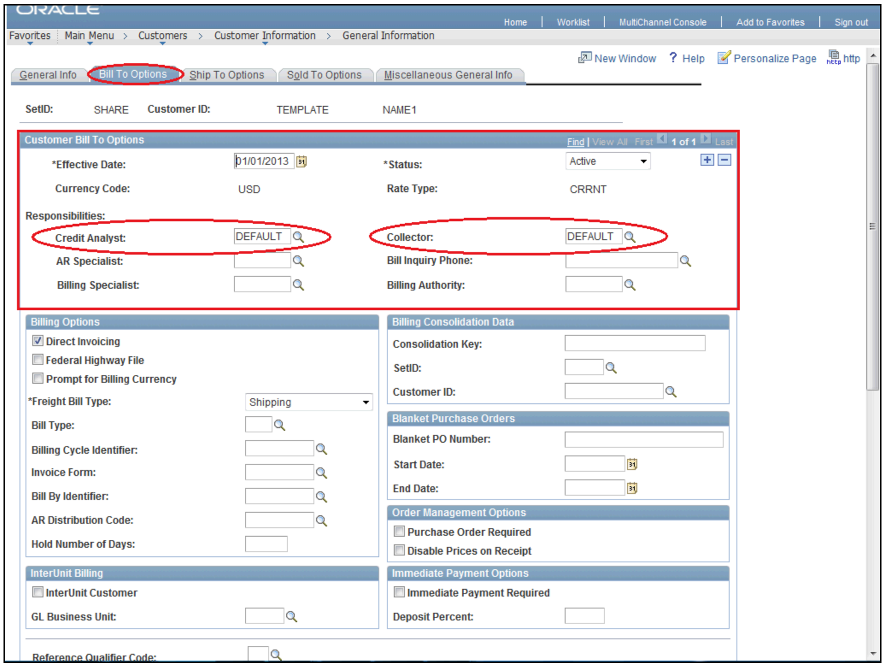
Step	Action
2.	In this example, the name of this customer is 'Anne Arundel Office Management'. **Status** is always 'Active'. **Date Added -** controls the effective dates of the Judiciary's related records. When entering manual transactions, be sure the **Date Added** is equal to the invoice date for that customer. **Since Date -** defaults to the date transaction is added. **User Type -** If you are setting up a "Surety" customer, be sure to select the type, *"Surety"*, otherwise, choose *"Local"*. **Levels -** should remain as the default, "Regular". **Short Name -** defaults to the first 10 characters of the Customer's Name.



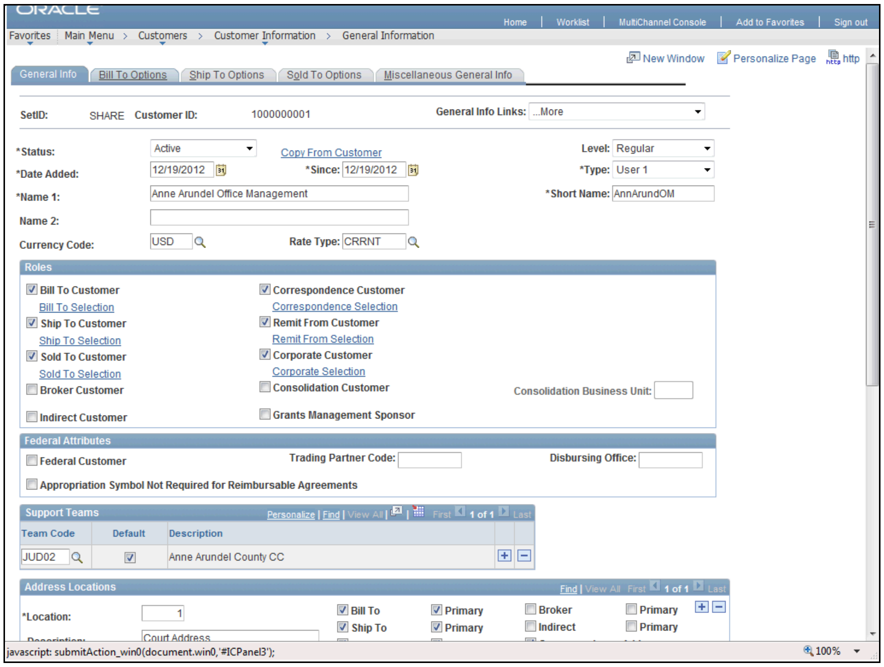
Step	Action
3.	Customer roles determine the functional use of the customer ID. Customer information is associated with specific customer roles. You can use the **Roles** section of the **Customer General Information** page to maintain information that applies to multiple customer roles and to select those roles. In order to enter an invoice for a customer, a customer has to be established in the system as a "Bill To Customer". The other roles that should be checked for each Customer created in GEARS are (1) "Sold To Customer", (2) "Correspondence Customer", (3) "Remit From Customer", and (4)"Corporate Customer".



Step	Action
4.	The **Address Details** section displays the address details (i.e., address effective date, status of the address, language, and the address) of that location. When entering address, be sure to populate the **Effective Date** of the address, **Status**. **Country**, **Address 1**, **City**, **State**, and **Postal** code.



Step	Action
5.	There are two fields on the **Bill To Options** page that must be populated and is a requirement when setting up new customers. **Customer Bill To Options - Responsibilities** section displays the two fields (1) Credit Analyst and (2) Collector. You must select 'DEFAULT' from the dropdown menu. If these fields are left blank when you attempt to save a new customer in the system, an error message will appear.



Step	Action
6.	You have successfully completed the *Understanding Customers* topic. You have learned to: - review the pages used to enter/record GEARS Customer information. **End of Procedure.**

1.4 Understanding Billing

Billing is the process of recording revenue to be collected from Judiciary customers. GEARS Billing processes billing information to create invoices to customers. Customers include (1) Court Customer and (2) Local Customer.

After completing this topic, you will be familiar with:

- the pages used to view/enter/modify invoices and bill lines in GEARS Billing.

A bill is an invoice to a customer who owes the Judiciary money. Each bill has a header and at least one bill line. Bill lines contain what you are billing for, the amount, and the revenue accounting information. In GEARS, bills are created through the following processes:

- **Cash Register** - daily cash register transactions loaded into GEARS from the BUS (The Enterprise Services BUS Backoffice Interface) Interface
- **Local Revenue** - local revenue disbursements
- **Online Entry** - manual entry of an invoice by a GEARS user

The following tables list the bill statuses, bill type identifiers, and invoice form listed on a bill.

Bill Status - Invoices (bills) in GEARS may be assigned various statuses based on the state of that invoice. The Bill Statuses in GEARS Billing are as follows:

Bill Status Description	Code in GEARS Billing
1. *Canceled*	CAN
2. *Finalized*	FNL
3. *Hold Bill*	HLD
4. *Invoiced Bill*	INV
5. *New*	NEW
6. *Pending Approval*	PND
7. *Ready to Invoice*	RDY
8. *Temporary*	TMP
9. *Temporary Ready Bill*	TMR

Bill Type Identifier - bills are identified by a "Bill Type" in GEARS Billing. The Bill Types in GEARS Billing are as follows:

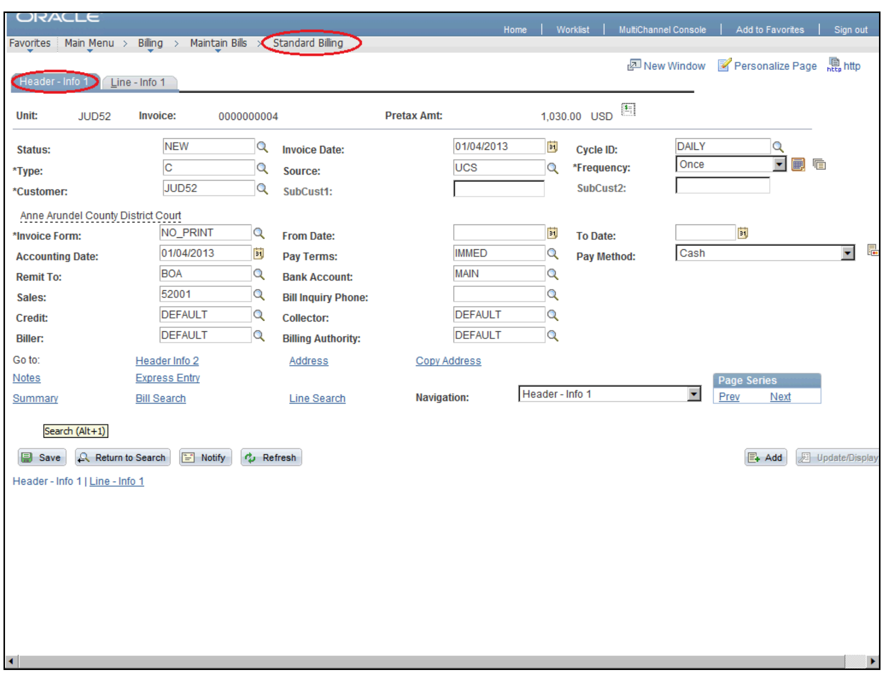
Bill Type Identifier Description	Code in GEARS Billing
1. *Employee Advances*	ADV
2. *Bad Checks*	BAD
3. *Bond Forfeiture*	BND
4. *Data Conversion*	CNV
5. *Criminal Case*	CRM
6. *Civil Case*	CVL
7. *Deferred Payment*	DFR
8. *Escrow*	ESC
9. *Expenditure Credit*	EXP
10. *Grants Management*	GM
11. *Licenses*	LIC
12. *Land Records*	LND
13. *Local Revenue Disbursements*	LRV
14. *Other*	OTH
15. *Revenue Refund*	RFD
16. *Traffic*	TRF
17. *Transcript*	TRN
18. *Deferred Traffic*	DFT

Invoice Form - the template used for printing the invoice.

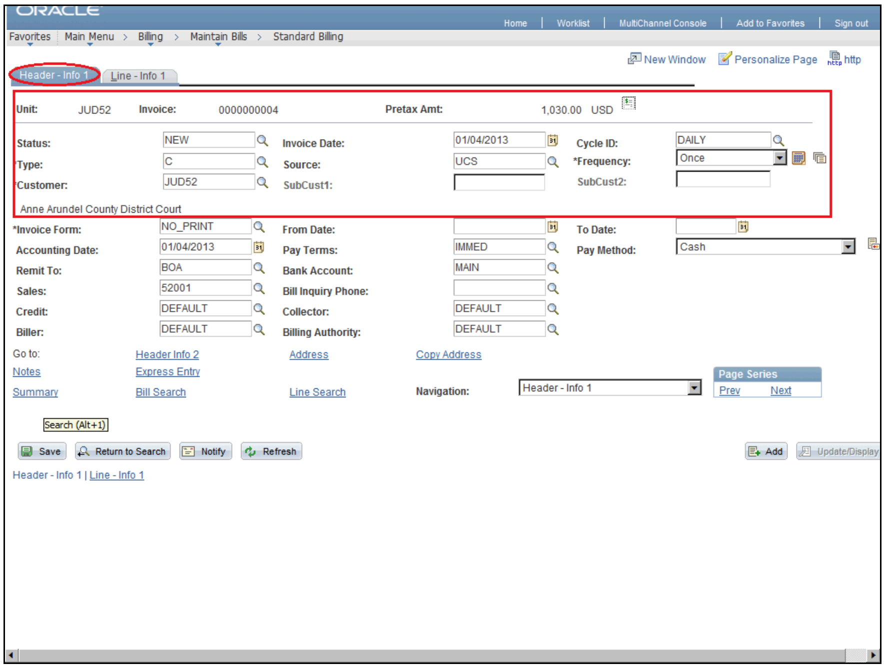
Invoice Form Description	Code in GEARS Billing
1. *Bad Check*	BAD CHECK
2. *Bond Forfeiture*	BONDFORFTR
3. *Deferred Payment*	DEFERPAY
4. *Escrow*	ESCROW
5. *Contracts Only*	GRANTS
6. *No Print*	NO PRINT
7. *Contracts Only*	PS/CA
8. *Projects with Contract Info*	PS/OM
9. *Projects by Employee Name*	PS/PSA01
10. *Projects by Project & Activity*	PS/PSA02
11. *Project Details*	PS/PSA03
12. *Generic XML Publisher Example*	XMLPUB
13. *Contract Only*	XP PS/CA
14. *Generic XML Publisher*	XP PS/GEN
15. *Order Mgmt Example*	XP PS/OM
16. *Projects with Contract Info*	XP PS/PC
17. *Projects by Employee Name*	XP PS/PSA1
18. *Projects by Employee Name*	XP PS/PSA2
19. *Projects by Project & Activity*	XP PS/PSA3

Procedure

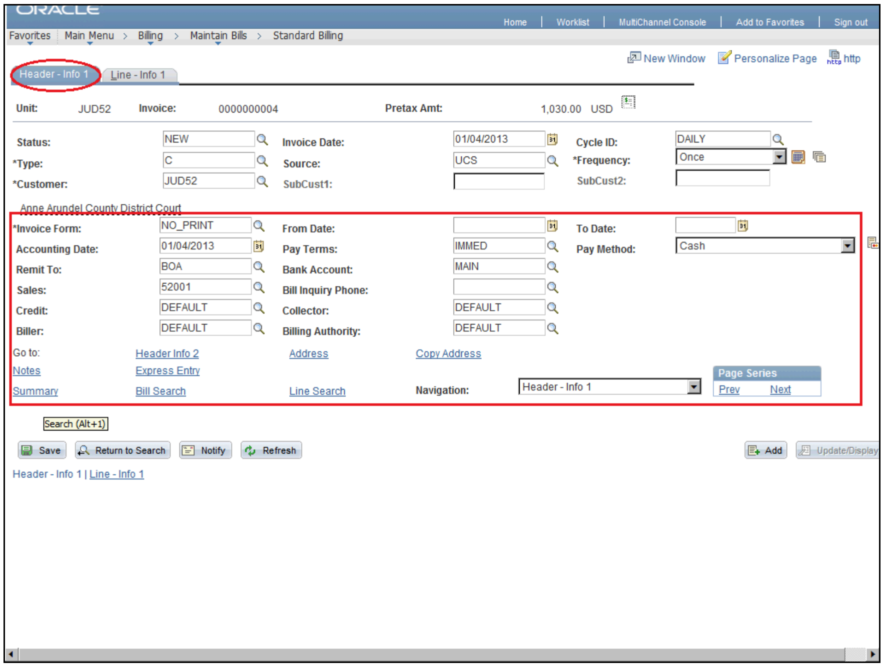
In this topic, you will review the pages used to view/enter/modify invoices and bill lines in GEARS Billing.



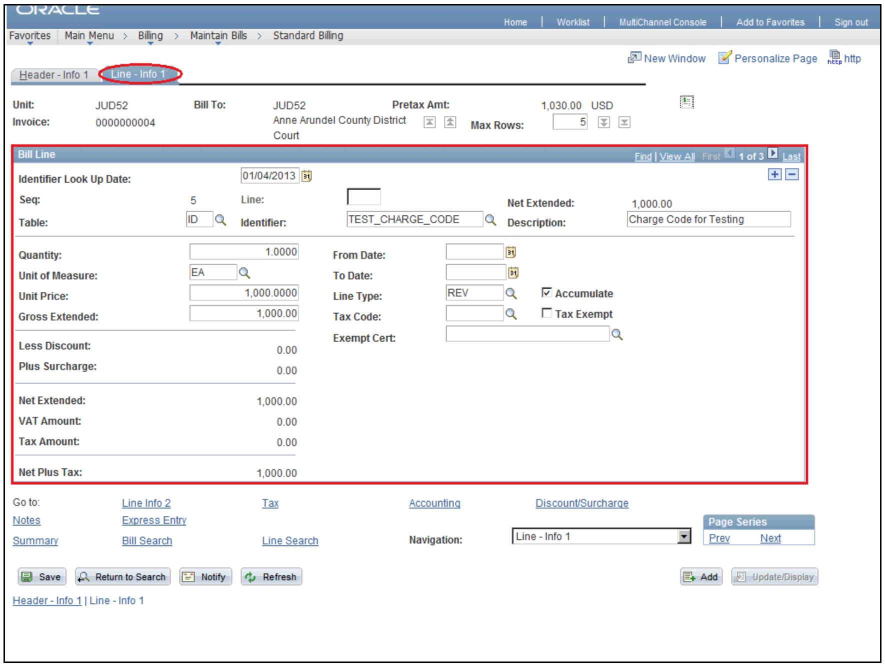
Step	Action
1.	The **Standard Billing - Header - Info 1** page displays the invoice. In this example, we are viewing **Invoice #** *0000000004* for customer, *JUD52 - Anne Arundel County District Court*.



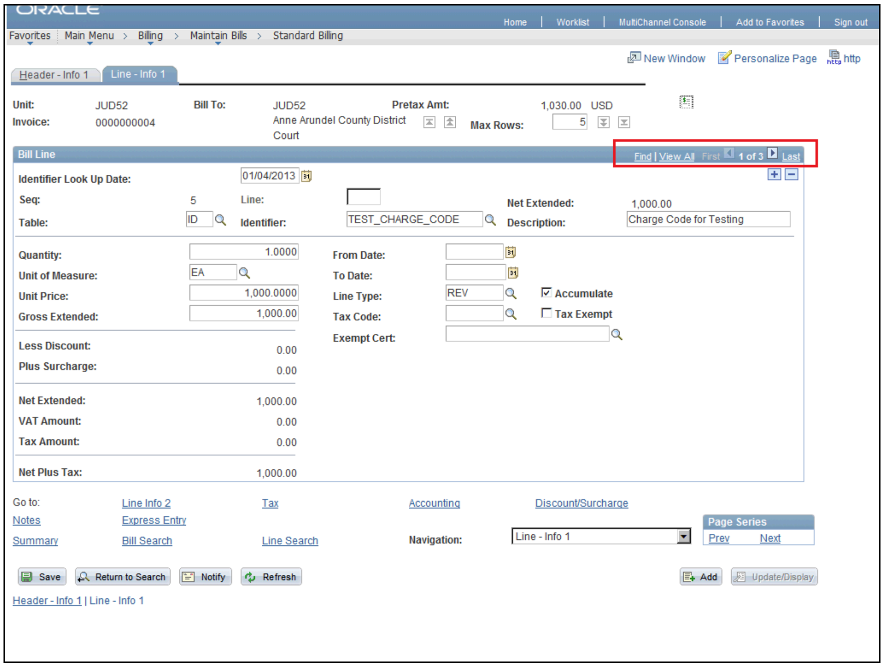
Step	Action
2.	The **Header - Info 1** page displays the general header information for invoices such as: - **Unit** (Batch Agency) - **Invoice** (invoice number) - **Pretax Amt** (total amount of invoice) - **Status** (invoice status) - **Type** (type of invoice) - **Invoice Date** - **Customer** - **Source** - **Cycle ID** (billing cycle) - **Frequency** (e.g., Installment, once, Recurring)



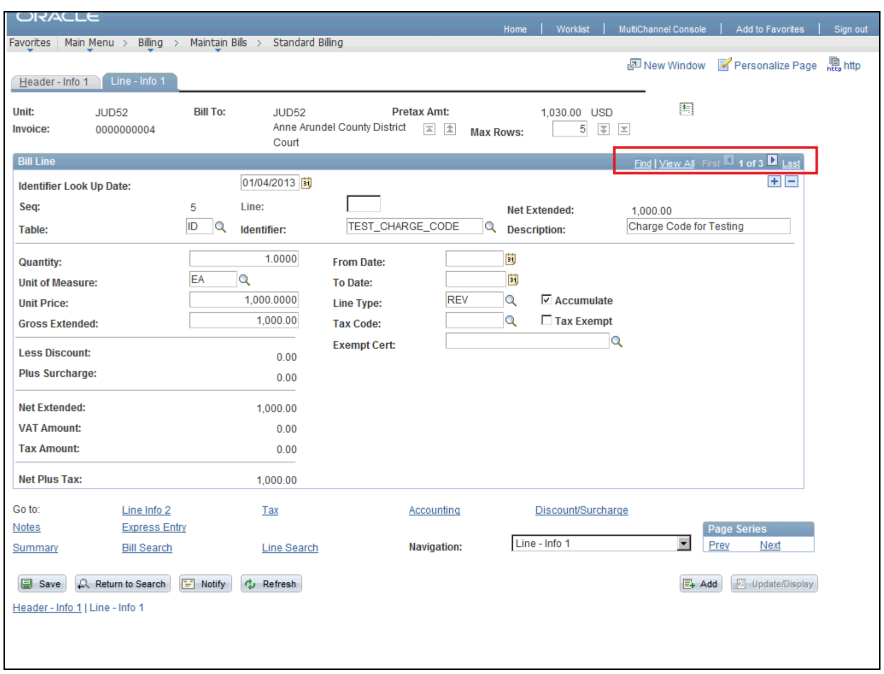
Step	Action
3.	Other header information key components on the **Header - Info 1** page include: - **Invoice Form** - **Accounting Date** - **Remit To** - **Pay Terms** (e.g., Immediately, Net 15, Net 90, Net 180) - **Bank Account** - **Pay Method** (e.g., Cash, Check, Credit Card, Debit Card, Draft, Electronic Fund Transfer)



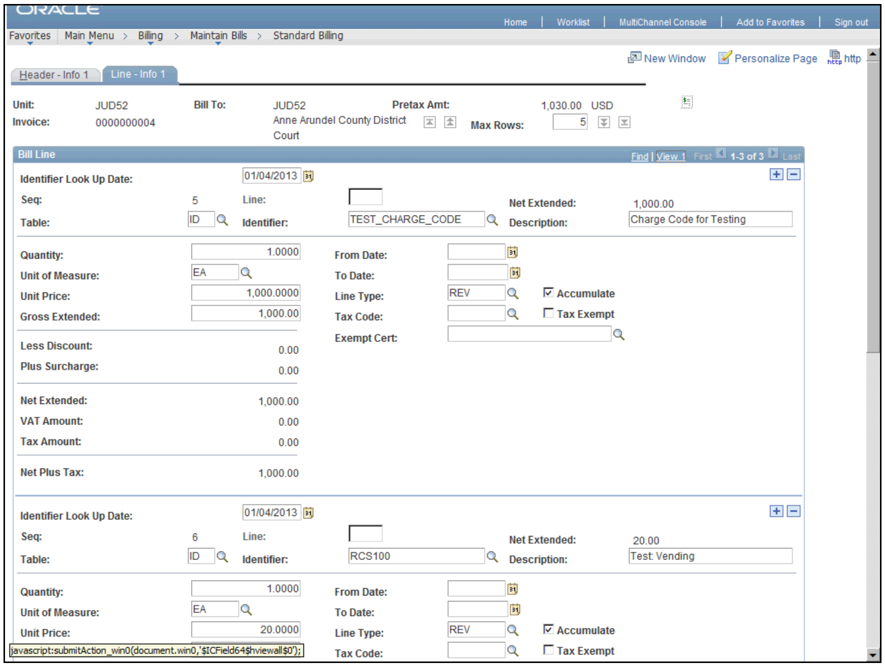
Step	Action
4.	The **Line - Info 1** page displays the bill lines for the invoice. Bill lines contain what you are billing for (**Identifier**), the amount (**Gross Extended**), and the revenue accounting information (**chartfields**). The invoice may have one or more bill lines. In this example, there are a total of 3 bill lines.



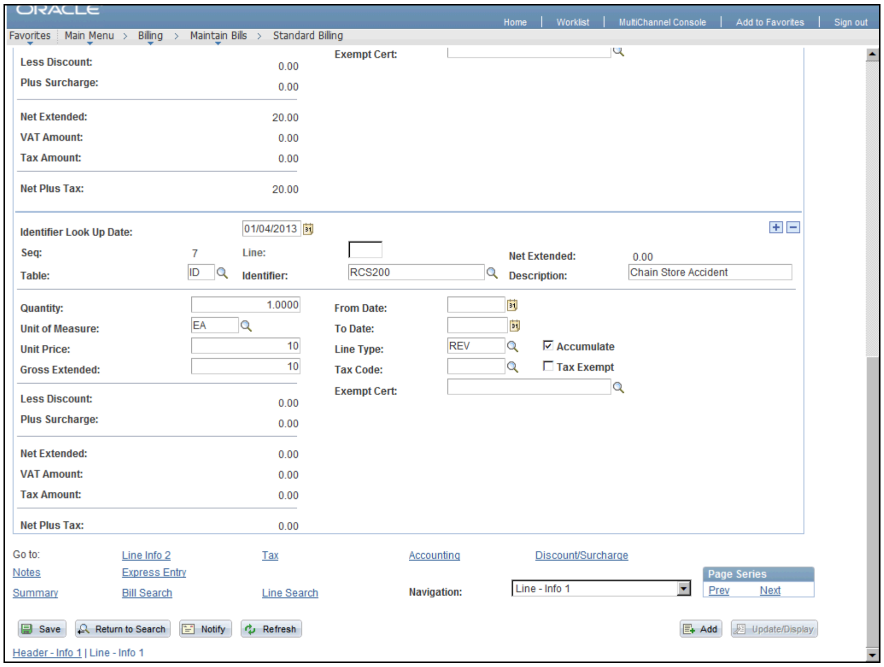
Step	Action
5.	The number of bill lines is indicated in the top right corner of the **Bill Lines** section.



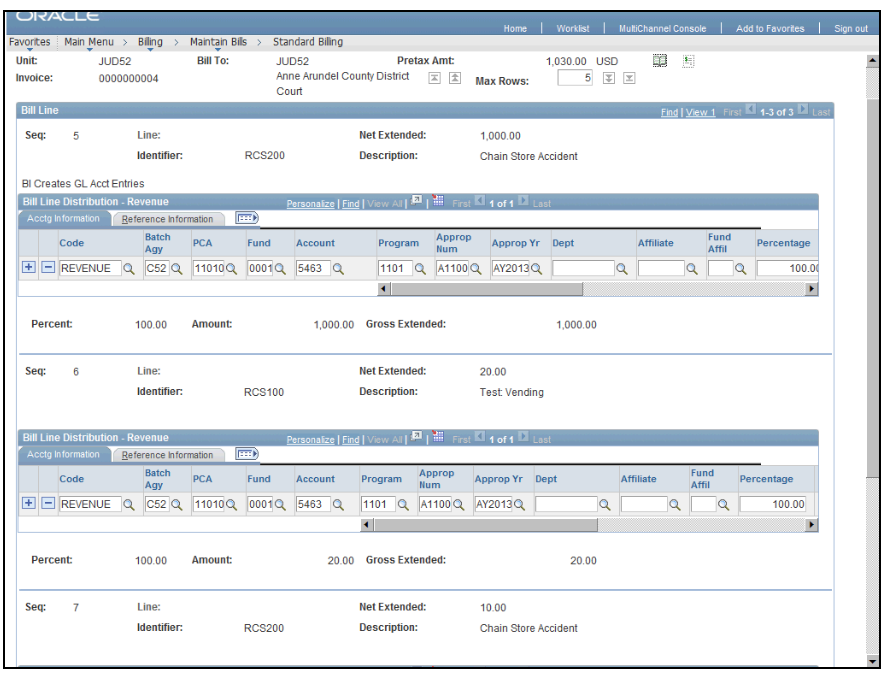
Step	Action
6.	The **View All** link allows you to see all bill lines on one page.



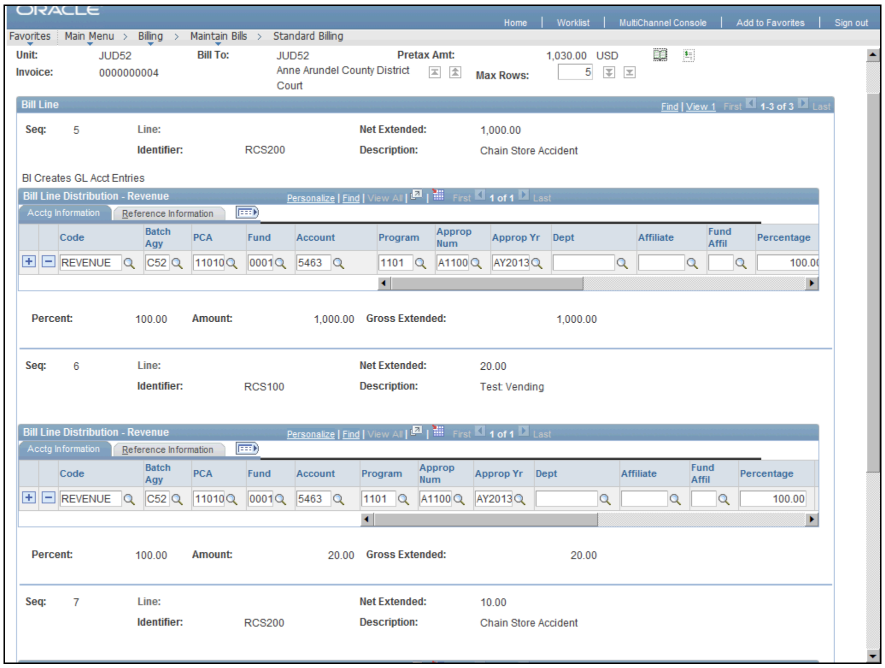
Step	Action
7.	



Step	Action
8.	Click the **Accounting** link. Accounting



Step	Action
9.	Accounting entries for ordinal bill lines and bill line adjustments display on the **Accounting Entries** page.



Step	Action
10.	You have successfully completed the *Understanding Billing* in GEARS Billing. You have learned to: - review the pages used to view/enter/modify invoices and bill lines in GEARS Billing. **End of Procedure.**

1.5 Understanding Deposits and Payments

When customer payments are received they are recorded in the GEARS Accounts Receivable module. Generally, payments are recorded on a single deposit. At the Judiciary, deposits are created manually or through an interface. All deposits are recorded on a **regular deposit**. A regular deposit is created through the following processes:

- BUS interface

Entering deposits through Regular Deposit entry provides a full range of payment identification and search features that allow users to take advantage of the powerful payment worksheets. Payments are identified as they are entered indicating any customer or identifying information used to match the payment with the open item.

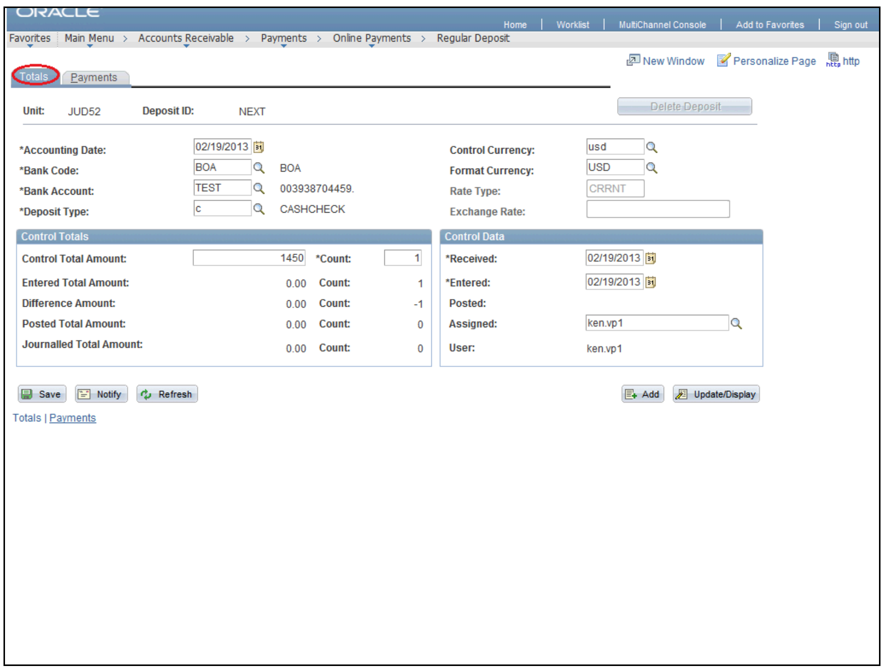
This topic reviews how customer payments are recorded on a regular deposit.

After completing this topic, you will be familiar with:

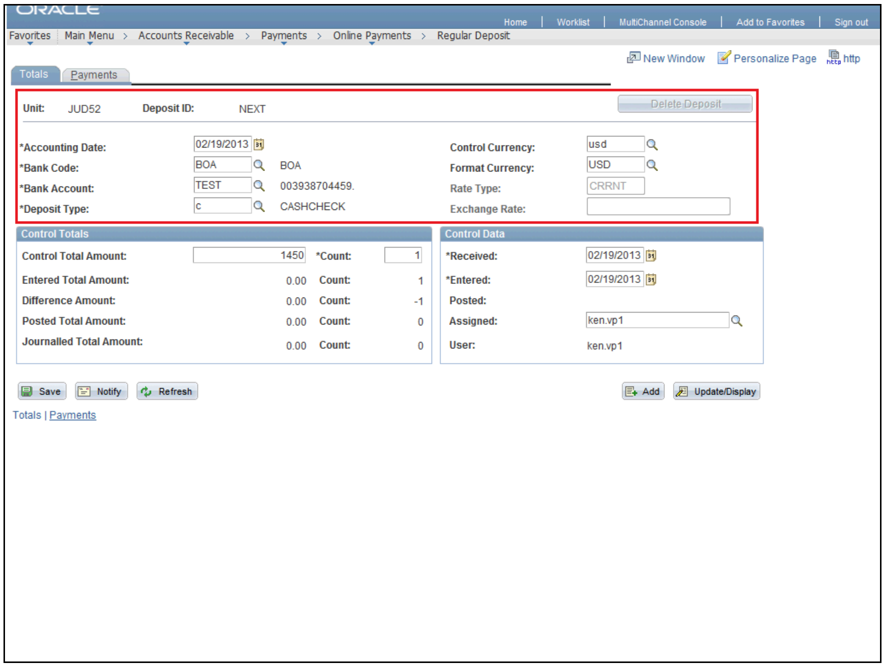
- How customer payments are applied in Accounts Receivable
- The pages used to record a regular deposit in GEARS

Procedure

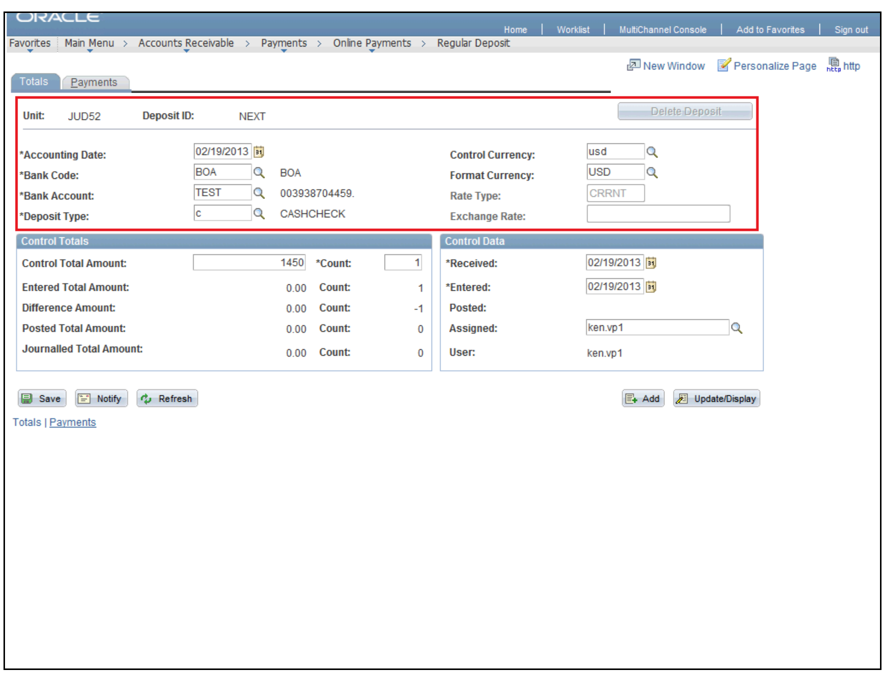
In this topic, you will review a regular deposit recorded in Accounts Receivable.



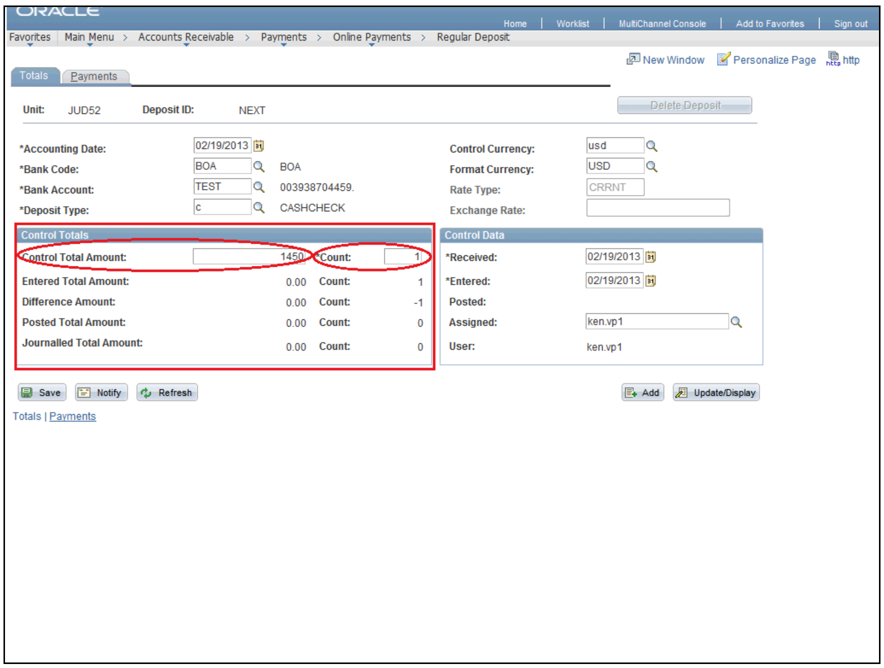
Step	Action
1.	The **Totals** displays the accounting date, banking information, deposit type, and deposit totals.



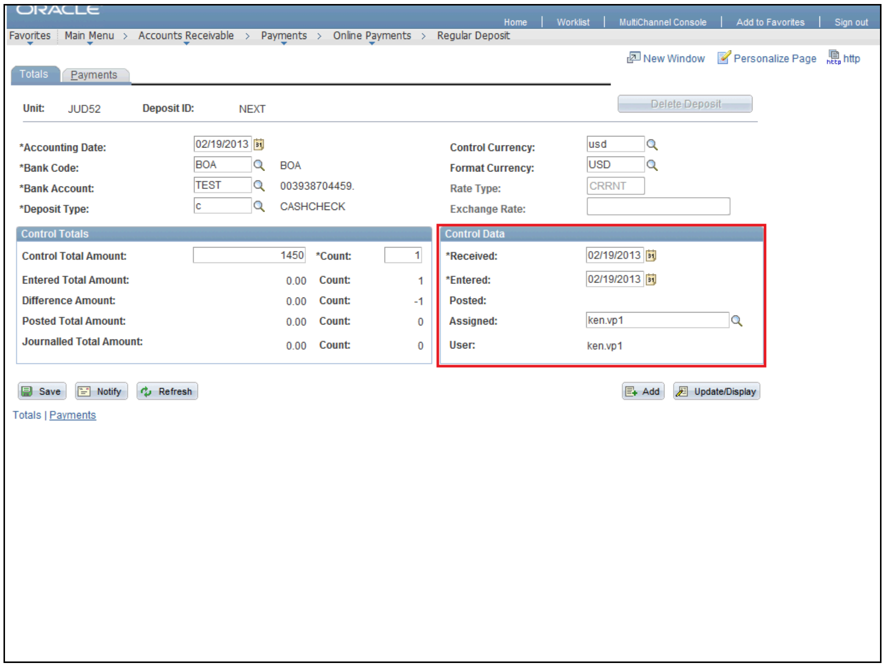
Step	Action
2.	The unit displays at the top of the page. The Deposit ID is assigned by the system upon saving the deposit. If the deposit was created by interface, there would be a Deposit ID already assigned.



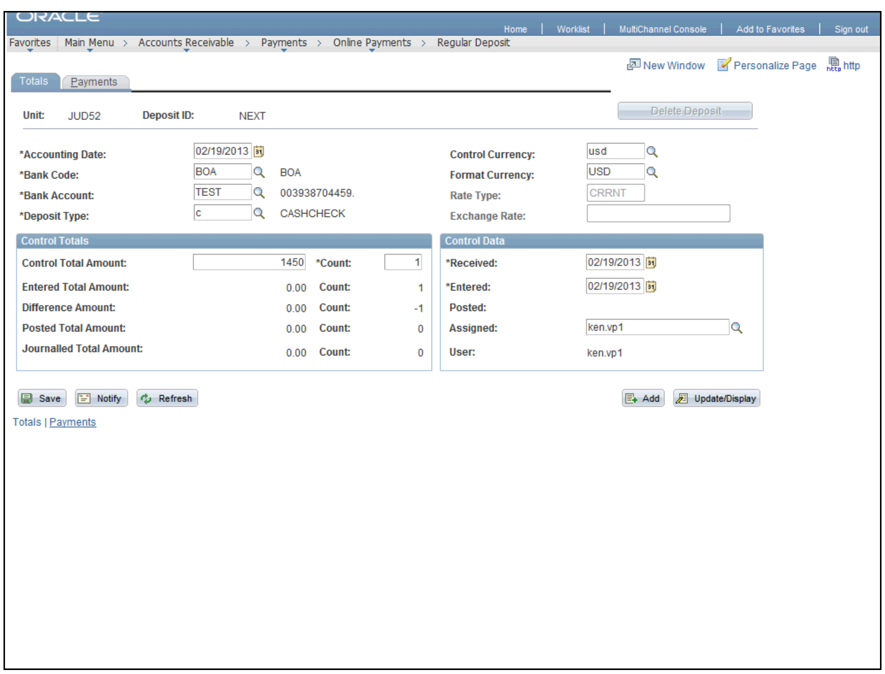
Step	Action
3.	Other fields at the top of the page include the following: - Accounting Date - Bank Information (code, bank account) - Deposit Type (check, credit card, grant wire)



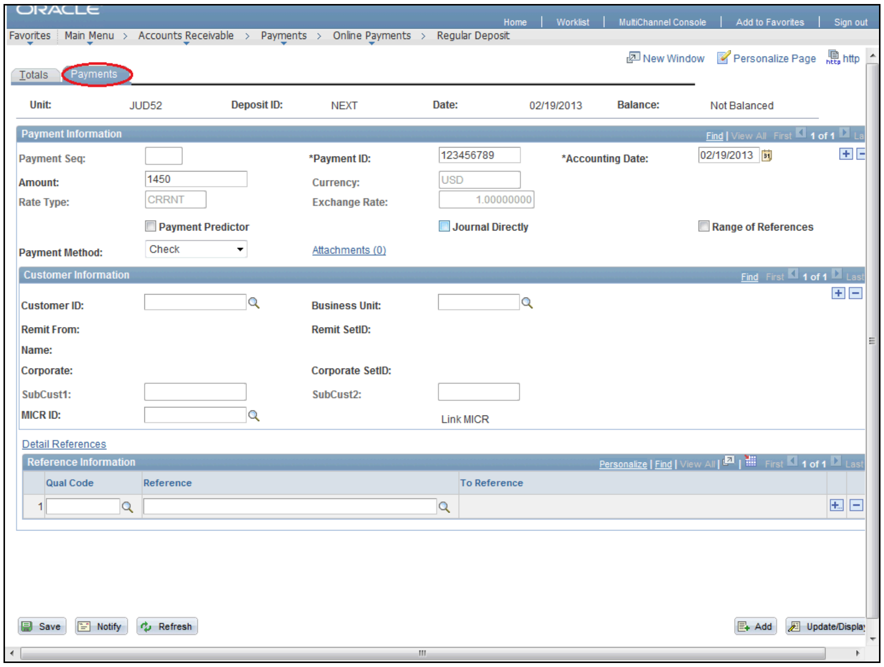
Step	Action
4.	The **Control Totals** section displays the total amount of the deposit and the number of payments (count) included in the deposit. The number of payments (count) must equal the total control amount.



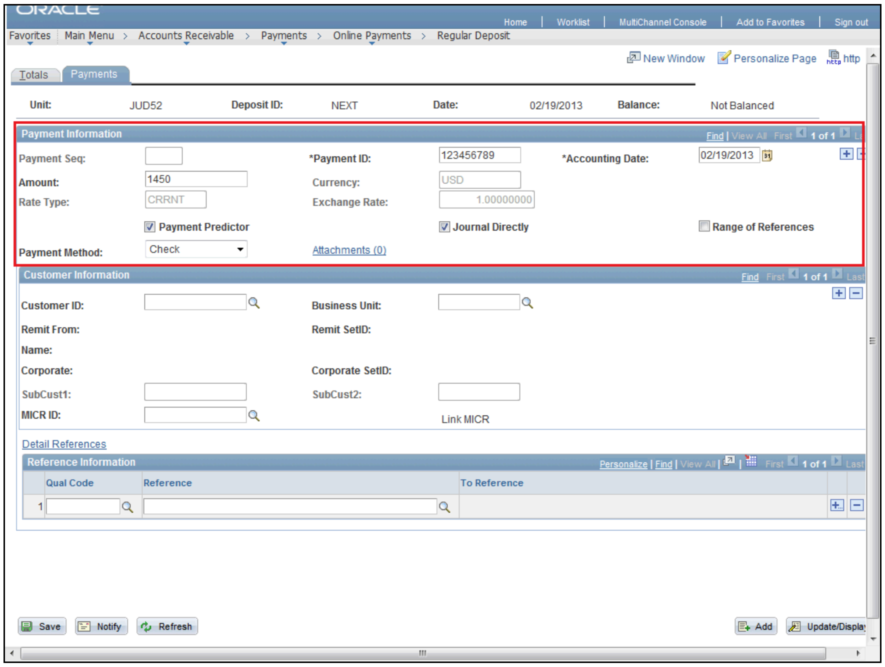
Step	Action
5.	The **Control Data** section displays the date that the deposit was entered and received and the source.



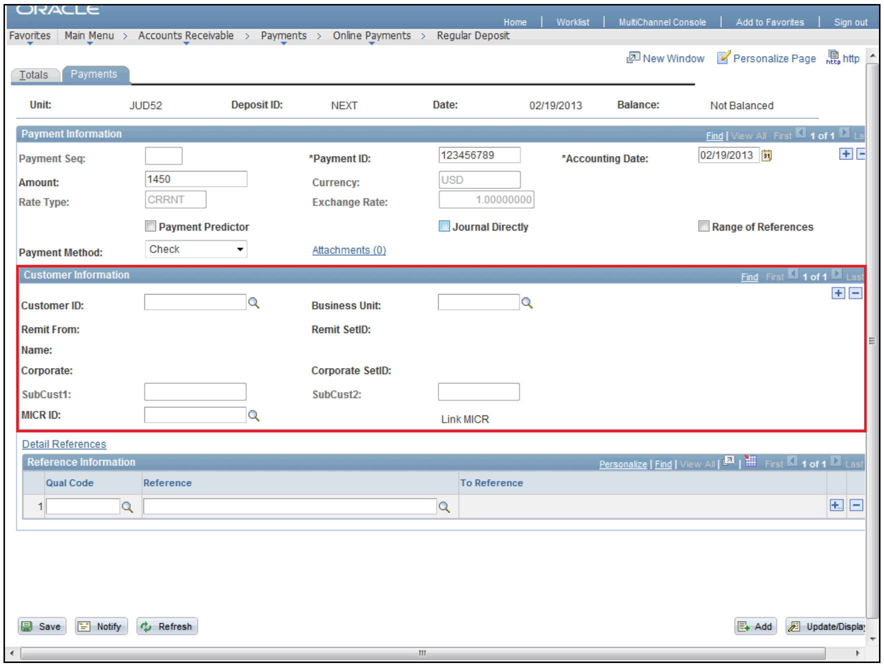
Step	Action
6.	Click the **Payments** tab. Payments



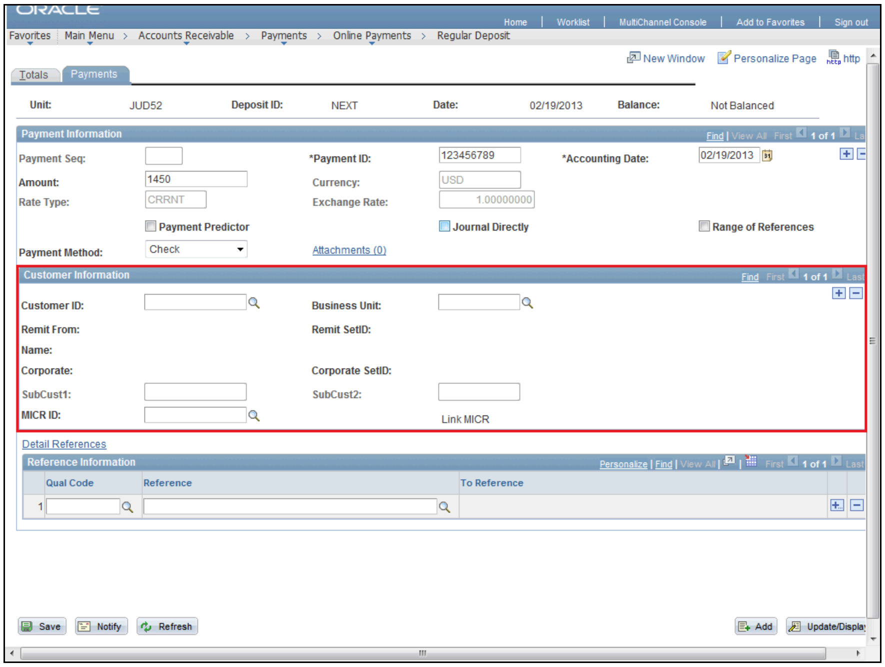
Step	Action
7.	The **Payments** tab displays the payments recorded in the deposit. All payments must equal the **Control Total Amount** on the **Totals** page.



Step	Action
8.	The **Payment Information** section lists the amount of a payment, the payment ID, the payment method, and accounting date. The **Payment Predictor** checkbox is selected for local accounting customer payments. The **Journal Directly** checkbox is selected for deposits recorded via the Maryland State Treasury Interface.



Step	Action
9.	The **Customer Information** section displays the customer associated with the payment. When you enter a regular deposit manually, you must select a customer to attach to the regular deposit. When regular deposits are created through an interface, the customer information section is automatically populated with the customer information.



Step	Action
10.	You have successfully completed the *Understanding Deposits and Payments* topic. You have learned: - How customer payments are applied in Accounts Receivable - The pages used to record a regular deposit in GEARS **End of Procedure.**

Lesson 2: Understanding Key Order-to-Cash System Processes

Lesson Overview

In this lesson, you will review some of the key system processes that are used to record Circuit Court Local Accounting transactions and the associated accounting impacts in GEARS.

Lesson Objectives

After completing this lesson, you should be familiar with the following OTC concepts and processes:

- The BUS Interface and the Approval Staging Page
- The Billing Interface
- Revenue Allocation and Charge ID maintenance
- The Single Action Invoice multi-process job

2.1 Understanding the BUS Interface and the Staging Approval Page

Judiciary Information Systems (JIS) Back Office interface enables fiscal office users to send revenue data to JIS's Enterprise Service Bus. JIS's Enterprise Service Bus collects and transforms the revenue data to a common format and then sends the data to GEARS. In GEARS, the Staging Approval page provides a means of reviewing transactions sent from JIS's Enterprise Service Bus interface to GEARS prior to allocating revenue.

GEARS Staging Approval Page is a key link between JIS and GEARS in that all transactions must be approved on this page before they can be loaded into GEARS. Transactions are displayed for a specific Batch County, District, Location, and ZDate after they are submitted from the JIS Website. User security is in place that only allows users access to the appropriate Batch Counties.

Key Components of the GEARS Staging Approval Page

The GEARS Staging Approval page summarizes all data that has been submitted though the JIS Website page and presents it by County, District, Location and ZDate. The following key fields and functionality will be provided to support review and approvals:

Item	Description
1. *County*	Determines which county's data will appear
2. *ZDate*	The date the register was closed out / reset. This typically represents one day of transactions.
3. *Amount*	The amount for all the transactions residing in the staging table for the county, district, location and date. This will be used to make sure the totals for the day tie to the close out reports.
4. *Cash Treasury Code*	A number pre-printed on a deposit slip that must be placed on the record that goes back to the State for them to match the deposit with bank information. The Treasury Code is not captured by the register since it is part of the deposit and is done after the registers have been closed / reset). The Treasury Code will be entered on the page and placed on all the transactions where the method of payment is Cash or Check and the revenue is deposited into the State account. The Cash Treasury Code is always required.
5. *Process Selected Dates*	A check box to indicate the desire to process the transactions for this date. Only transactions that have not been processed will display on this page. Once selected, they will be moved to an archive table for processed transactions.
6. *Delete Selected Dates*	Used to delete all the transactions for a given County, District, Location and Date. This feature is included to allow for deletion of a day's worth of transactions in the event incorrect information was sent through the BUS. Use of this button will only be used in the case of a resend of the data.
7. *Run Button*	Used to kick off the batch process to extract the approved transactions from the staging table and load them to the Billing Interface, Archive and Payment tables and create Customers, as needed.
8. *Page Edits*	The page will automatically validate that any Treasury Code has not been used within the current fiscal year (for the specified Batch Agency/District/Location Id or the user will be presented with an error message and will not let the user select that transaction for processing.

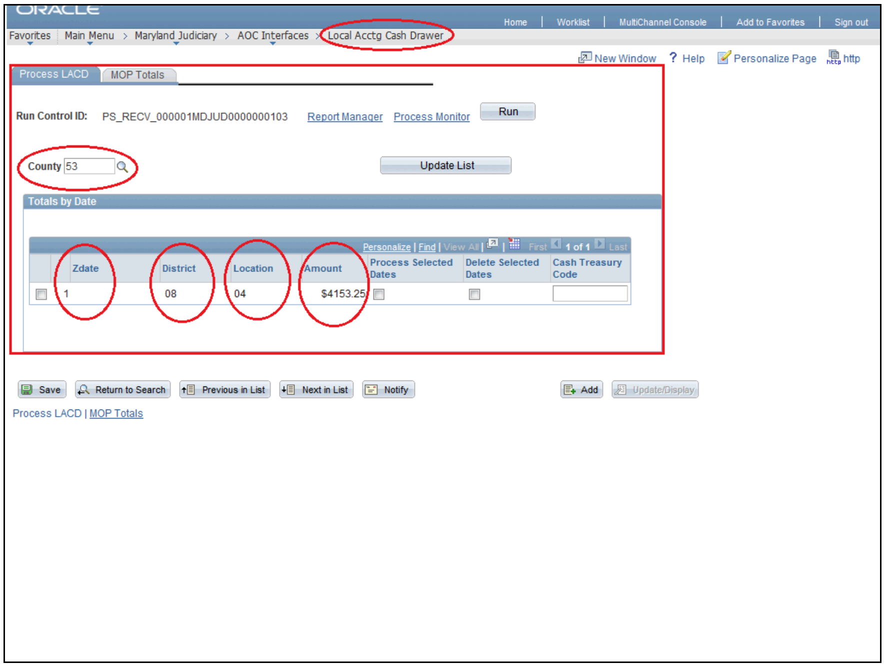
This topic reviews the key components of the Staging Approval Page in GEARS.

After completing this topic, you will be able to:

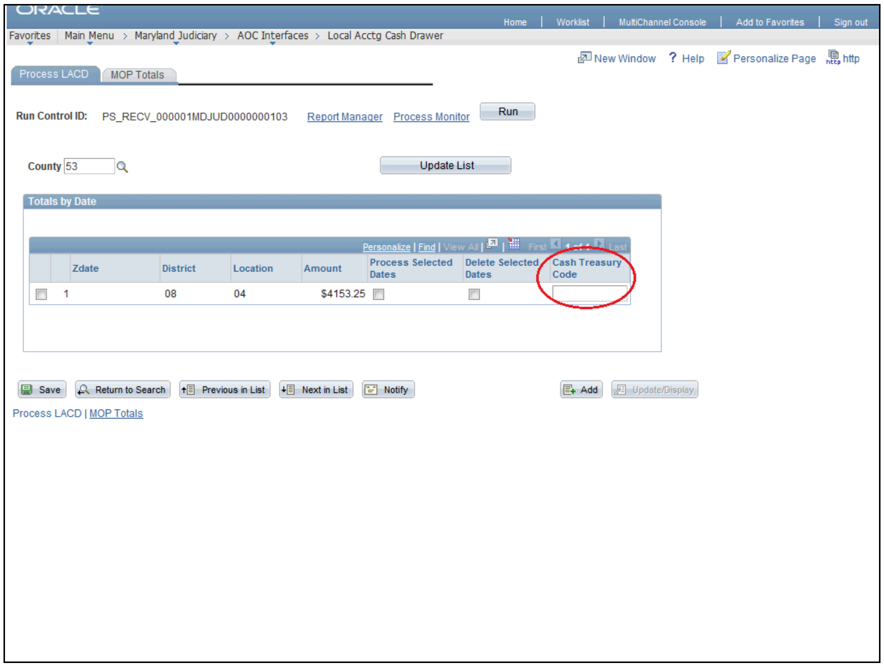
- Review the key components of the Staging Approval Page in GEARS

Procedure

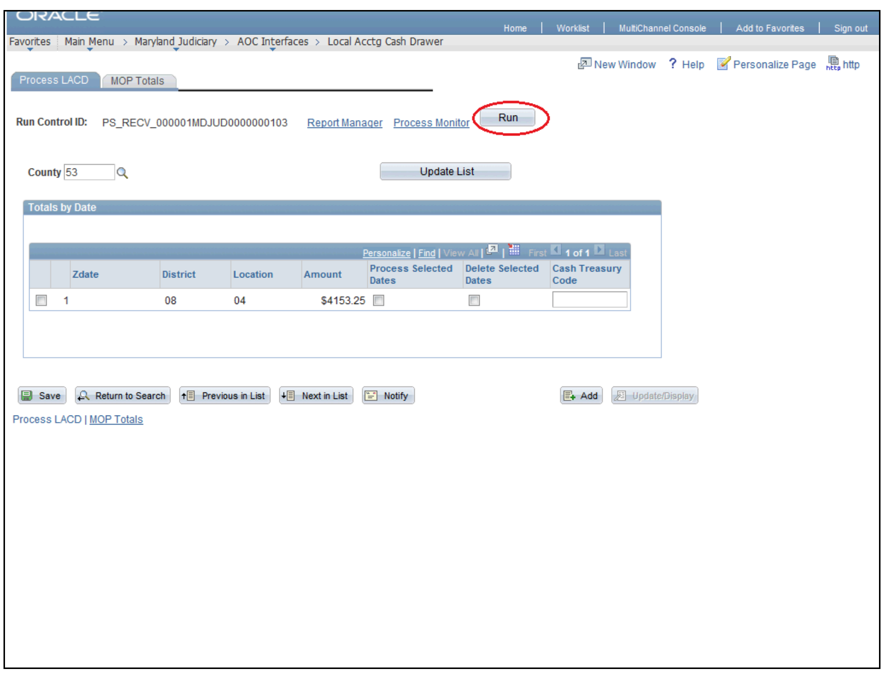
In this topic, you will review key components of the Staging Approval page in GEARS.



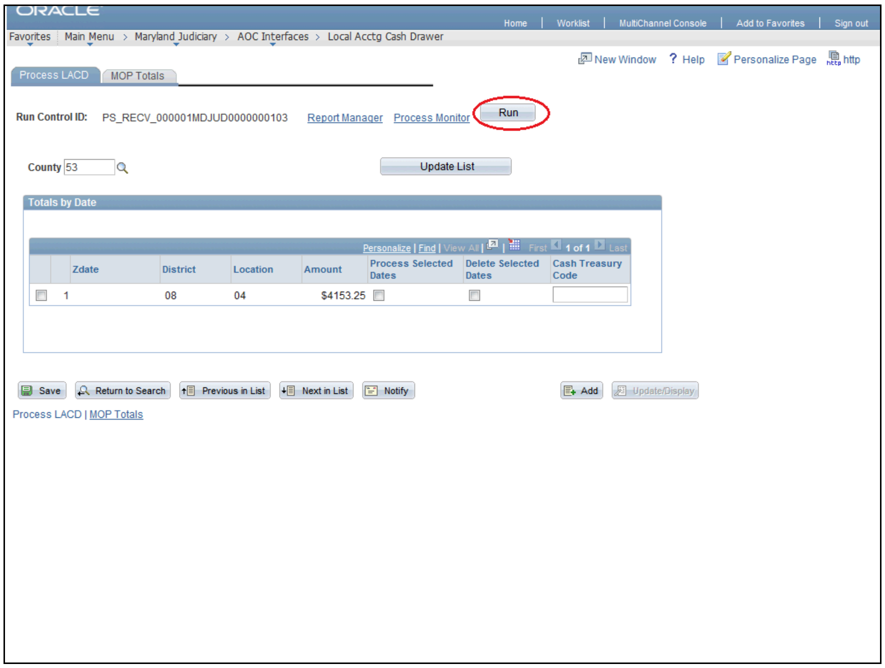
Step	Action
1.	The GEARS **Staging Approval** page summarizes all data that has been submitted through the JIS Website page. The data is presented in GEARS by **County**, **District**, **Location**, and **Zdate**.
2.	If the data and totals match, select **Process Selected Dates**. If the data and totals do not match, select **Delete Selected Dates**.



Step	Action
3.	Once you verify that the data and totals (Zdate, Batch Agency, amounts) are correct, you enter the treasury code in the **Cash Treasury Code** field.



Step	Action
4.	After you have entered the Cash Treasury Code, you select **Run**. By selecting **Run**, this process initiates a batch process that allocates revenue, creates customers, creates bills, and creates the FAR report.



Step	Action
5.	You have successfully completed the *Understanding the Staging Approval Page* topic. You have learned to: - review the key components of the Staging Approval page in GEARS **End of Procedure.**

2.2 Understanding the Billing Interface

Revenue transactions approved on the **Staging Approval** page must be loaded into the Billing Interface tables in order to generate invoices in the Billing module. The Billing Interface consolidates the transactions and creates invoices within Billing in order to support downstream processing and reporting.

What is the Billing Interface?

The **Billing Interface** is a staging area for all billing activity from external sources. GEARS Billing allows you to enter bills online or to import billing activity through the Billing Interface from external billing sources such as the BUS interface or the Project Costing (for Grants

Sponsor billing). The majority of bills that GEARS Billing creates come from the Billing Interface. GEARS uses online bill entry primarily for low-volume and miscellaneous billings.

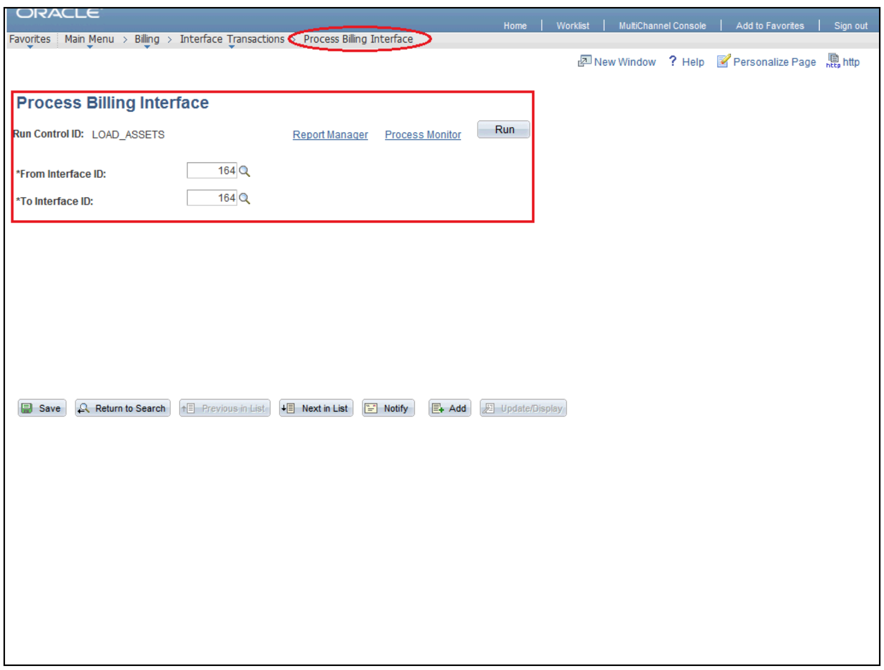
This topic reviews the run control page used to run the Billing Interface process in GEARS Billing.

After completing this topic, you will familiar with:

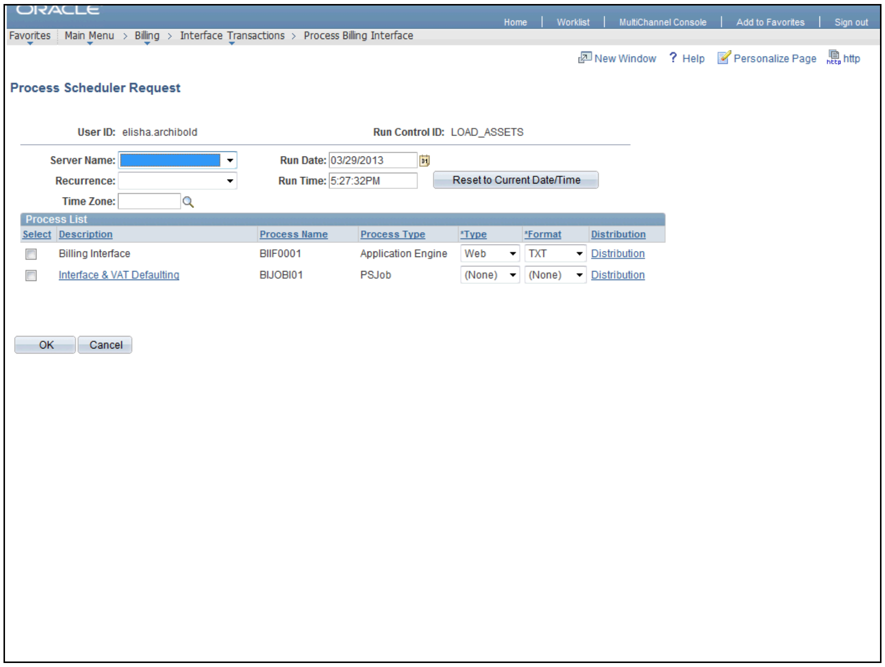
- the Billing Interface run control page

Procedure

In this topic, you will review the page used to run the Billing Interface Run Control page in GEARS Billing.



Step	Action
1.	The **Process Billing Interface** page allows you to import billing activity from external billing sources such as order management or project costing. This page allows you to set interface parameters before running the Billing Interface process. Using a run control ID, you will enter the **From Interface ID** and the **To Interface ID**, and then select **Run**. **NOTE:** if interface activity within the Interface ID range has been previously process successfully; it will not be available to be selected for processing again.



Step	Action
2.	You have successfully completed the *Understanding the Billing Interface* topic. You have learned to: - review the pages used to run the Billing Interface in GEARS **End of Procedure.**

2.3 Understanding Revenue Allocation

All revenue transactions processed via the BUS Interface into GEARS will be revenue allocated within GEARS. After users enter a Treasury Code and approve the transactions on the **Staging Approval** page, the system will automatically allocate revenue based upon predefined rules for each **Business Unit** and **Charge ID**.

What is a Charge ID?
Charge IDs are defined within GEARS to determine the revenue allocation rules for each court. Each cash register account code is mapped one-to-one to a GEARS Charge ID and controls the revenue rules for each item.

An example would be ‘CCS1210’ which represents “Licenses - Union Bridge”. CCS1210 would be sent to GEARS, validated, and then follow the rules defined for that specific court.

<u>Charge ID Page</u>
The Charge ID maintenance page allows the user access to maintain the rules for each Charge ID.

Specific fields of interest include:

- Bill Type – categorizes each item
- Transaction Type – determines the action to take for each item; including whether or not to process the data into GEARS

- Payment (Escrow)
- Revenue
- No Action

- Distribution ID / Revenue Splits – determines the allocation rules for the specific item

<u>How Revenue is Allocated?</u>
Assume a $100.00 charge is posted on a receipt containing the code, RCS-280. Based upon the percentage rules defined for the Charge ID, GEARS will automatically generate the following transaction for this code:

-$90.00 against distribution code R-5460
-$10.00 against distribution code R-9588

If you need to make an adjustment to bill lines, you can make adjustments (e.g., reallocating revenue to another account) on the Standard Bill pages in GEARS Billing.
Local Accounting personnel will need to identify the invoice to adjust and to correct revenue allocation due to an incorrect Account Code used for a register transaction. The local accounting personnel will need to adjust the invoice with the total amount of revenue to re-allocate to another account calculated.

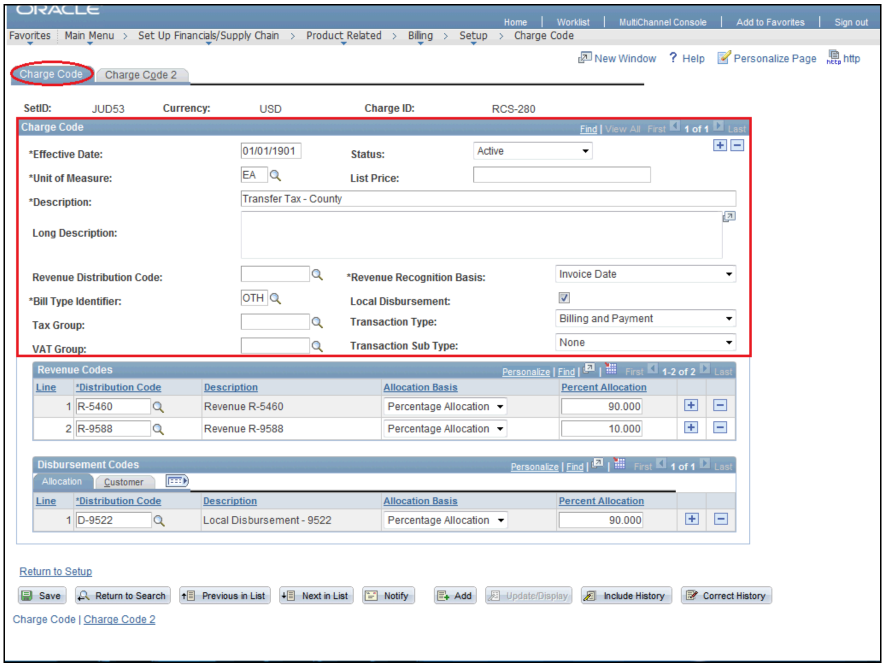
This topic reviews the Charge ID and the Standard Billing pages in GEARS Billing.

After completing this topic, you will be able to:

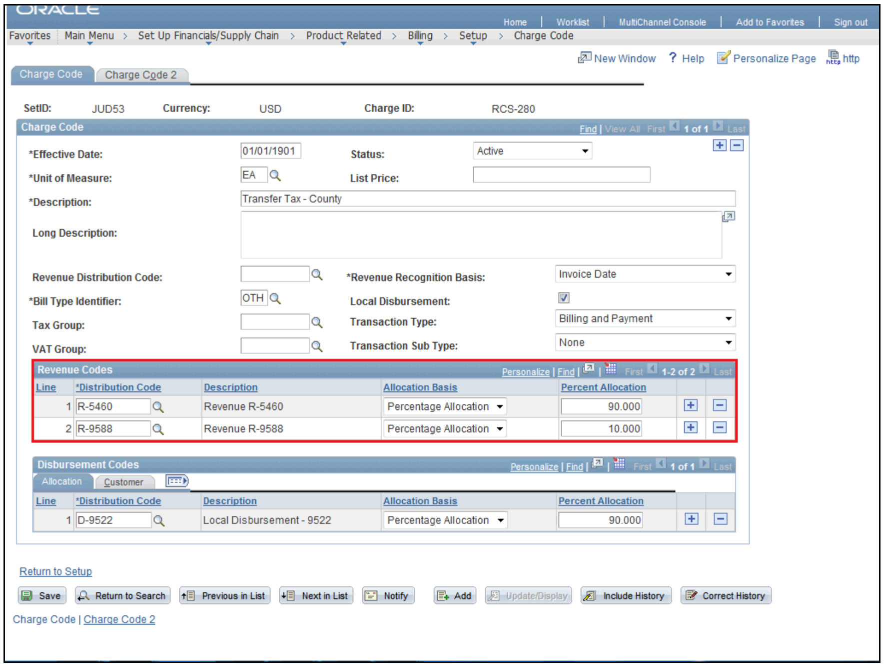
- Review the Charge ID page used to determine the revenue allocation rules for each court in GEARS Billing
- Review the Standard Billing page

Procedure

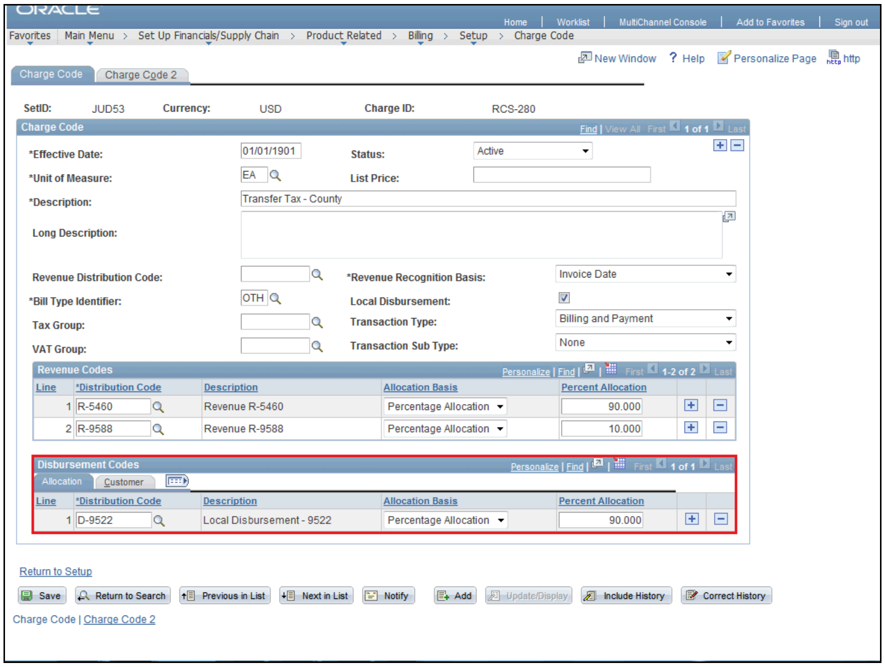
In this topic, you will review the Charge ID page and Standard Billing page used to determine the revenue allocation rules for each court in GEARS Billing.



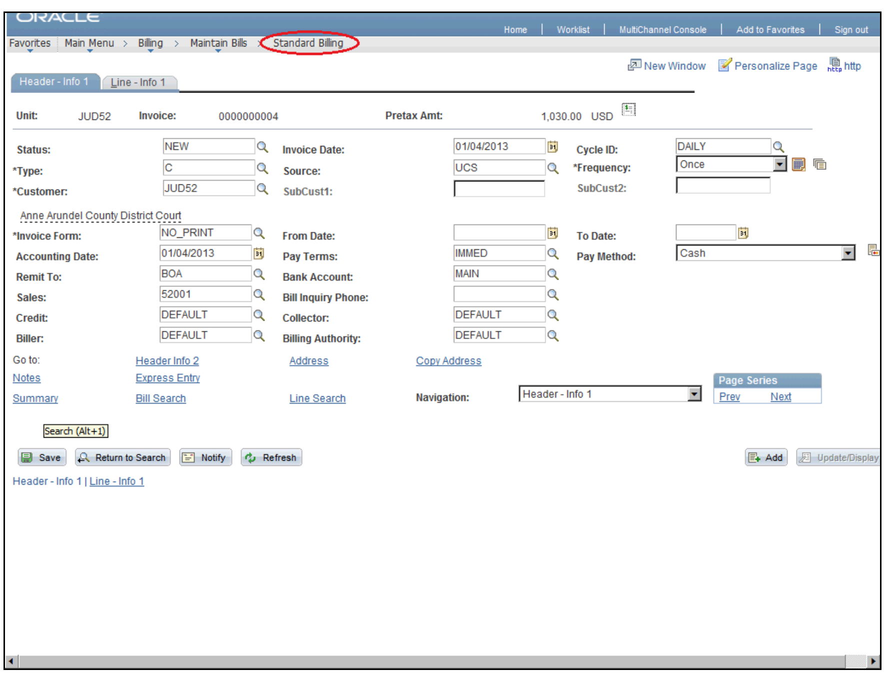
Step	Action
1.	The **Charge Code** page allows you to set up charge codes or to display existing charge codes. It allows you access to maintain the rules for each Charge ID. The **Charge Code** section displays information such as effective date, unit of measure, status, list price, description, bill type identifier for the charge code.



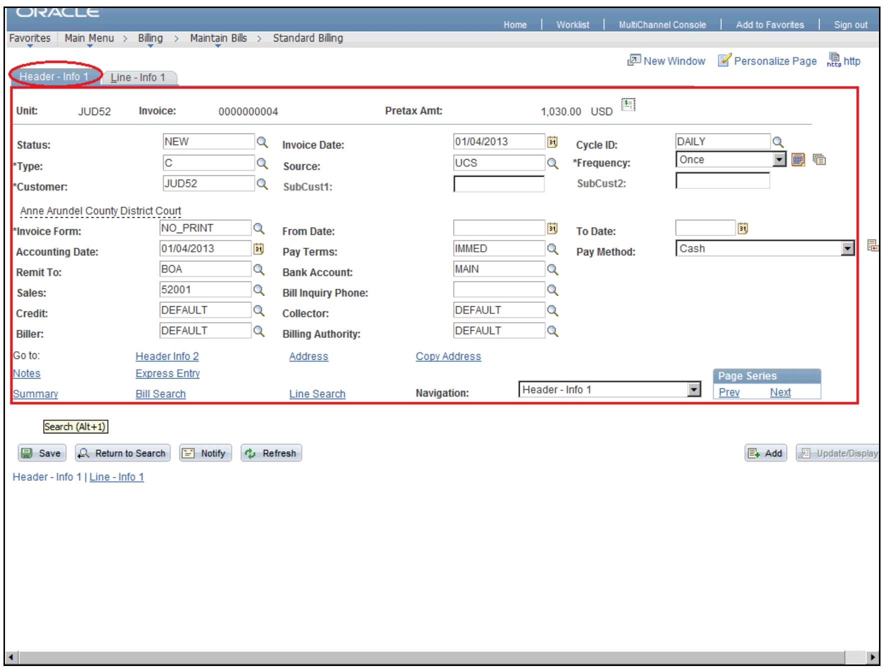
Step	Action
2.	The **Revenue Codes** section displays the distribution breakdown of the distributions, including distribution code, description, allocation basis (fixed or percentage), percent allocation. For percentage values the percentages must equal 100%. In this example, there are two distribution codes associated with this charge code, *RCS-280,* based on a percentage allocation of *90%* for distribution code, *R-5460* and *10%* for distribution code, *R-9588*.



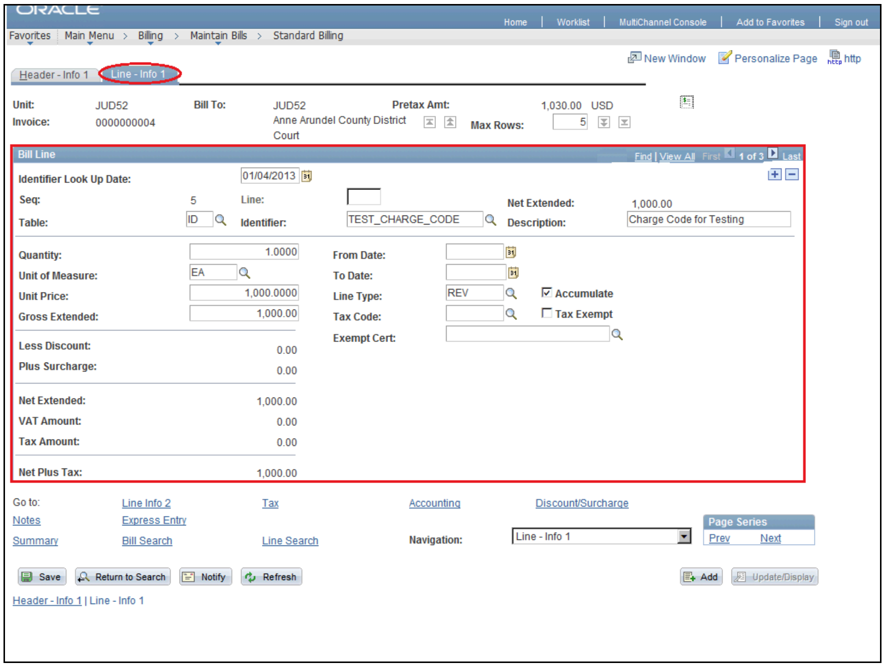
Step	Action
3.	The **Disbursement Codes** section displays the disbursement codes. These codes simplify the process of generating accounting entries by defining a valid combination of ChartField values.



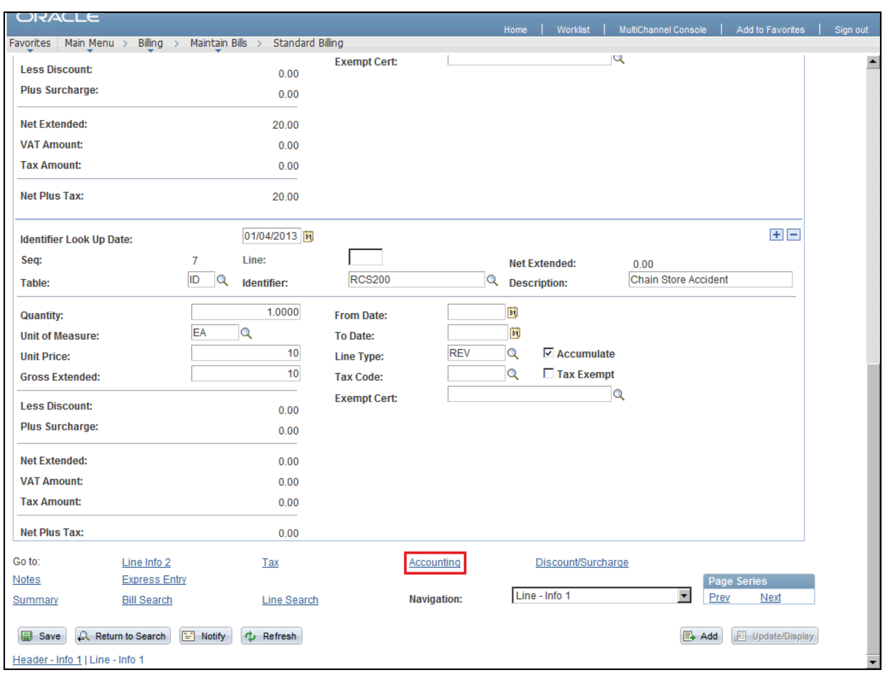
Step	Action
4.	Now, that the Charge ID Code has been set up, let's take a look at the Standard Billing page. The **Standard Billing** page is where you can, for example, reallocate revenue to another account. For example, if you discover that an incorrect revenue allocation was applied to an invoice, you would use the Standard Billing page to adjust and correct the revenue allocation.



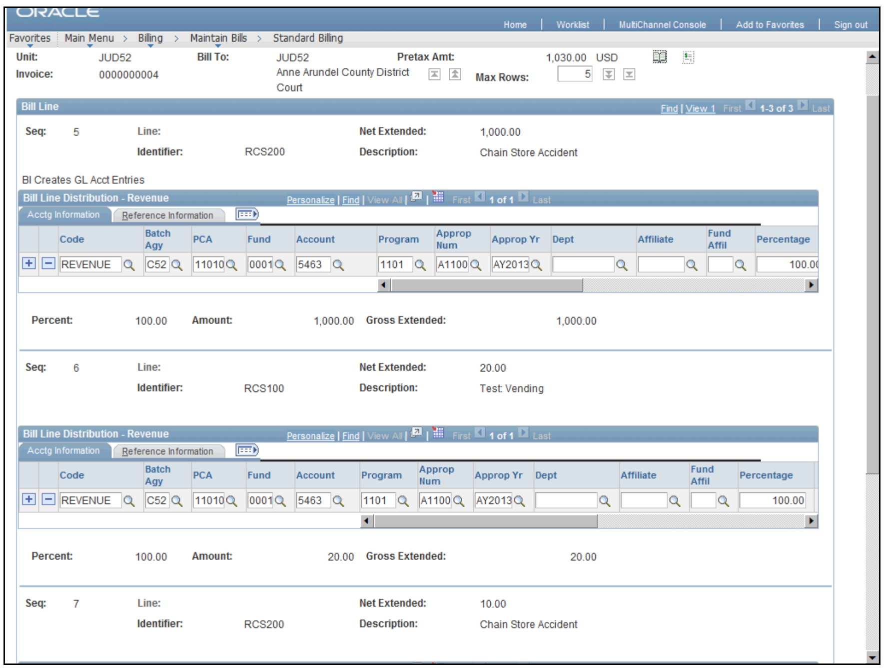
Step	Action
5.	The **Standard Billing Header - Info 1** page allows you to access and review general bill information at the header level. Select the invoice date that you want to appear on the bill. If you specify a value that falls within a period that is currently closed in GEARS Billing and the accounting date is not specified, the system issues a warning



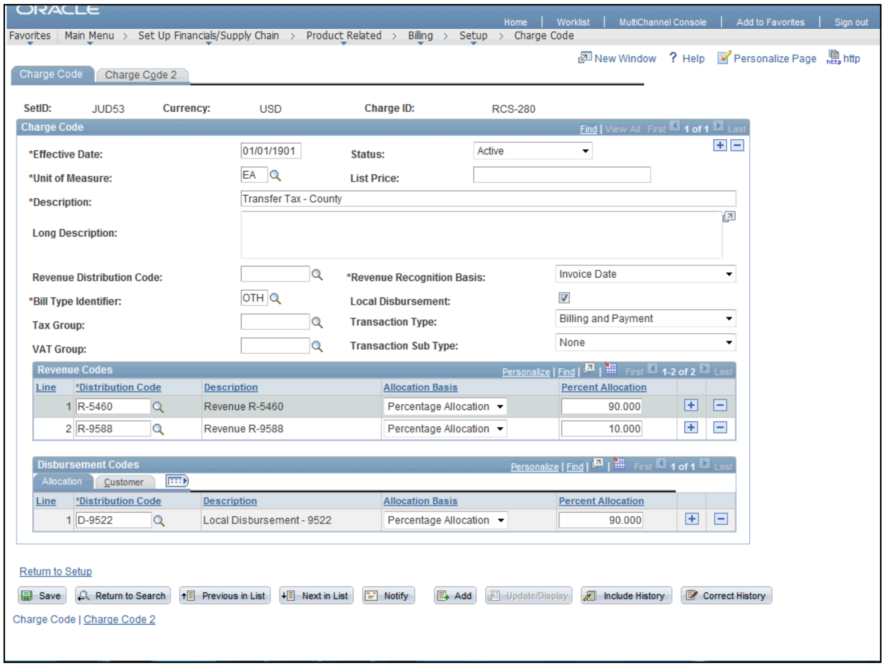
Step	Action
6.	The **Standard Billing - Line Info 1** page displays the bill lines for the invoice. The invoice may have one or more bill lines. The number of bill lines is indicated in the top right corner of the **Bill Lines** section.



Step	Action
7.	If you scroll down the page, select, 'Accounting'. Selecting Accounting will take you to the page that displays the accounting entries for this invoice. Click the **Accounting** link. Accounting



Step	Action
8.	Accounting entries for ordinal bill lines and bill line adjustments display on the **Accounting Entries** page.



Step	Action
9.	You have successfully completed the *Understanding Revenue Allocation* topic. You have learned how to: - enter/review the Charge ID page and the Standard Billing page in GEARS **End of Procedure.**

2.4 Understanding Single Action Invoicing

All revenue transactions must be finalized through the **Single Action Invoice** job in order to update the status of each invoice and make the accounting entries eligible for posting to the General Ledger.

Instead of running key Billing processes separately, the **Single Action Invoice** job allows you to run these processes in an automated sequence after initiating the job. The following processes are included in the **Single Action Invoice** job:

1. The initial process finalizes and creates a printed document for the invoice.
2. The next process creates the accounting lines for the Revenue and Accounts Receivable distribution.
3. The last process loads the invoices into the pending AR customer files.

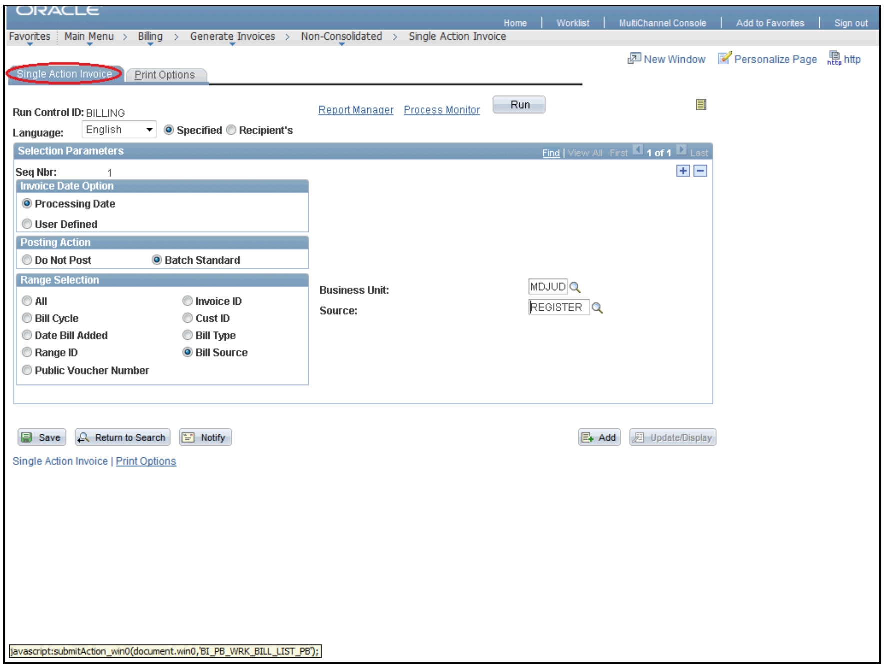
This topic reviews the run control page used to initiate the Single Action Invoice process request in GEARS Billing.

After completing this topic, you will be familiar with:

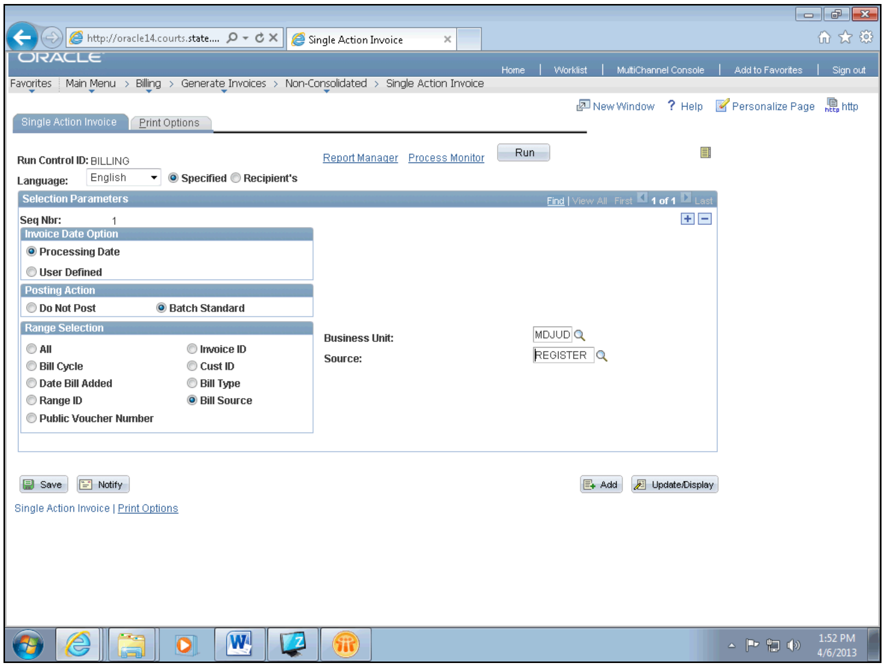
- the **Single Action Invoice** run control page used to process single-action jobs in GEARS

Procedure

In this topic, you will review the **Single Action Invoice** page used to process the invoice finalization and load to receivables, general ledger, and payables for each court in GEARS Billing.



Step	Action
1.	On the **Single Action Invoice** process request page, you have to select process parameters including, invoice dates, options, posting action, and the bills or invoices that will be processed.
2.	The **Invoice Date Option** section selects the date that the invoice was created. In this example, the Run Control will use the processing date to run the process.
3.	The **Posting Action** should always be Batch Standard.
4.	The **Range Selection** section allows you to select invoices to be processed with the single action invoice job. In this example, the Bill Source is selected which requires you to identify the source of the invoice. In this example, the invoices come from register transactions.
5.	Use the **Bills To Be Processed** icon to view the invoices selected for processing.
6.	To run the process, use the **Run** button at the top of the page.



Step	Action
7.	You have successfully completed the *Understanding Single Action Invoicing* topic. You have learned to: - review the page used to enter and run Single Action Invoicing in GEARS **End of Procedure.**

2.5 Understanding the Receivable Update (ARUPDATE) Process

All OTC transactions are posted to the Billing and Accounts Receivable modules using the **Receivable Update (ARUPDATE)** job. The Receivable Update (ARUPDATE) multi-process job is responsible for posting items in Billing, payments and maintenance activities in Accounts Receivable. The process updates customer balances, updates item status, and creates accounting entries for a specified Business Unit and accounting date range.

It is important to note that when the Receivable Update job is run, all activity set to post for a business unit will be posted, regardless of the type of activity. For example, if pending billing items and payments for a batch agency are set to post, both the pending item activity and the payment activity will be posted.

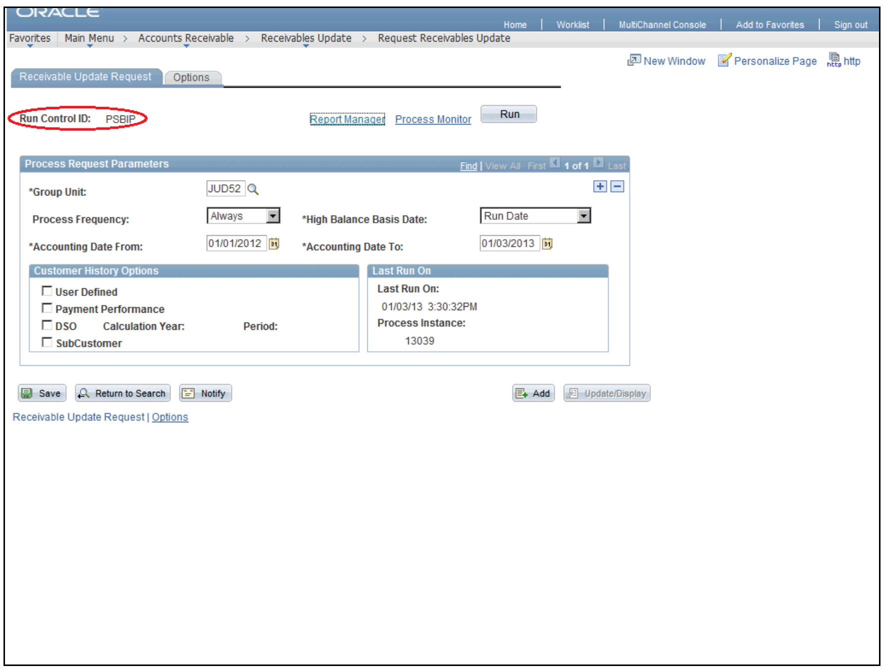
After completing this topic, you will be familiar with:

- How the Receivable Update process is used to update customer balances and other statuses in Billing and Accounts Receivable
- The Receivable Update Request page and process request parameters

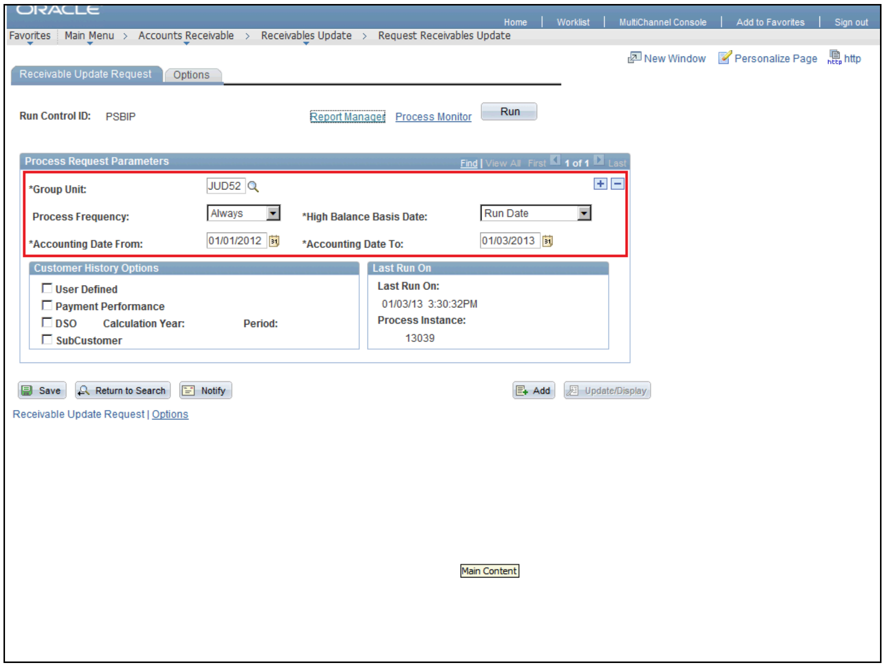
Procedure

In this topic, you will review the **Receivable Update Request** page and the process parameters required to run the process.

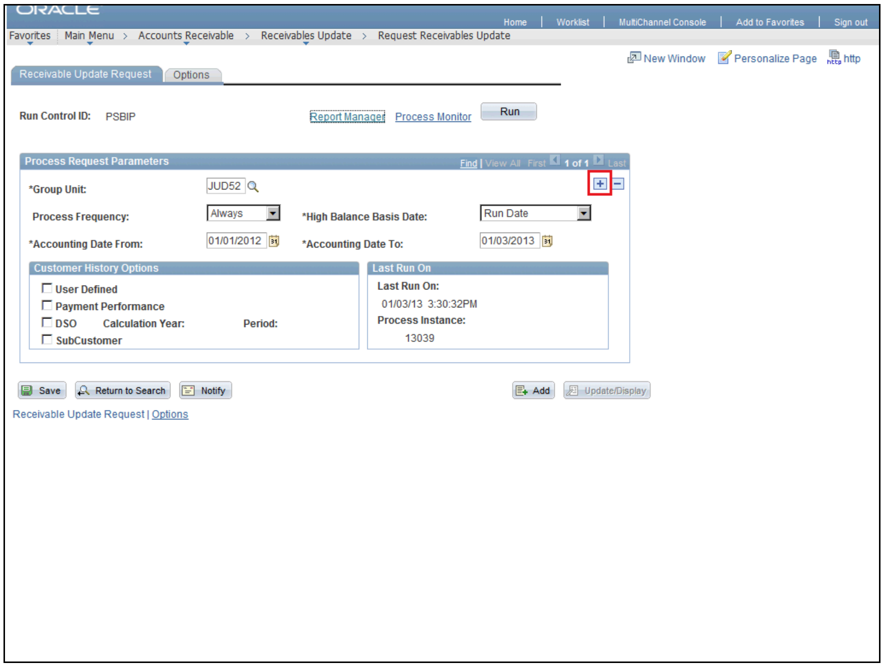
Step	Action
1.	The **Request Receivables Update** (ARUPDATE) page posts items in Billing and payments and maintenance activities in Accounts Receivable.



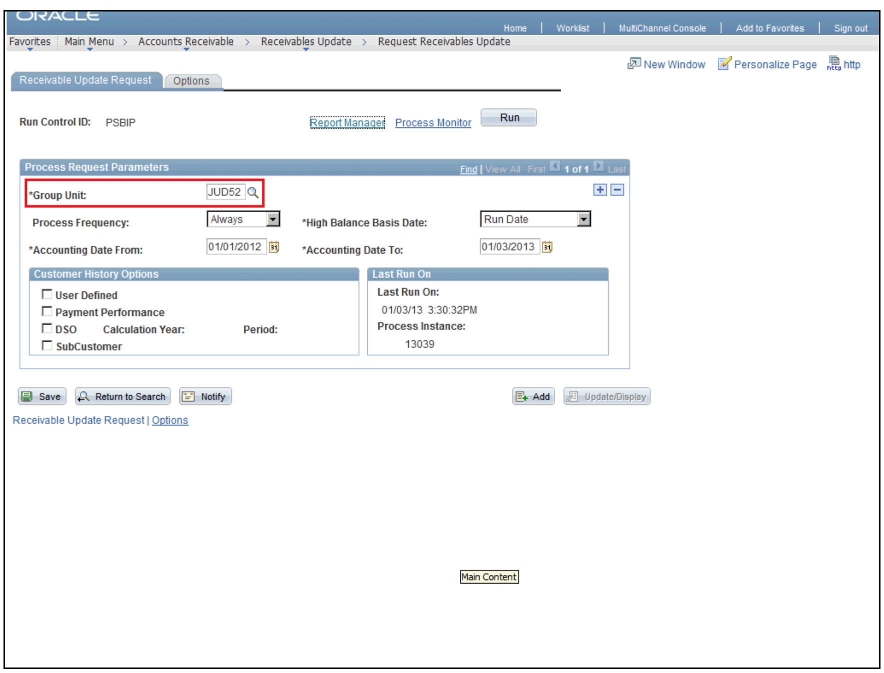
Step	Action
2.	The **Run Control ID** for the process displays at the top of the **Receivable Update Request** page. When you run the **Receivable Update** process for the first time, you will need to create a new run control ID. For subsequent runs, you can search for the run control ID that you have already created and use it to run the process.



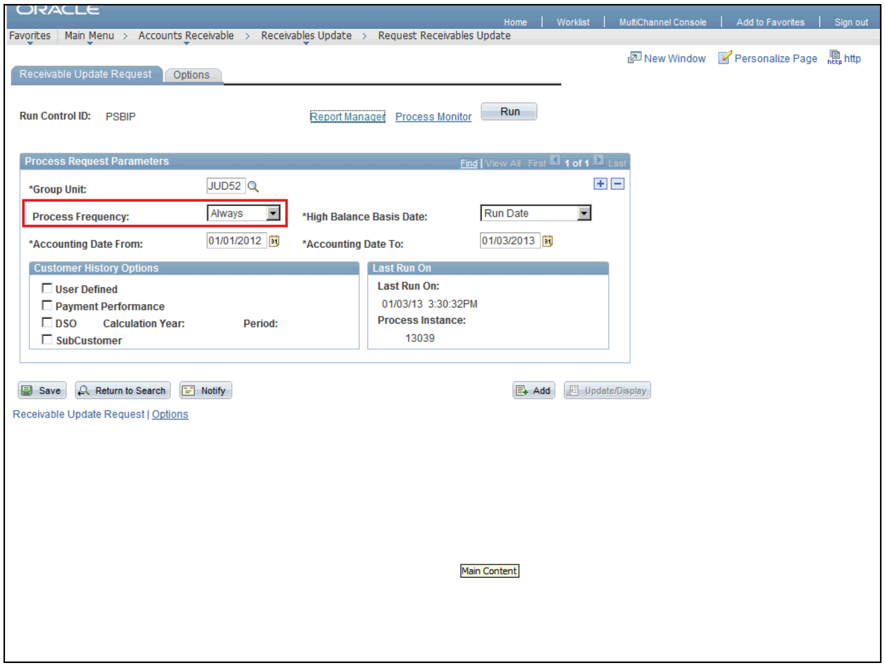
Step	Action
3.	In the **Process Request Parameters** section is where you enter and/or update the values in the **Group Unit**, **Process Frequency**, and **Accounting Date From/To** fields. The **Receivable Update** process will select all transactions set to post for the parameters selected on this page.



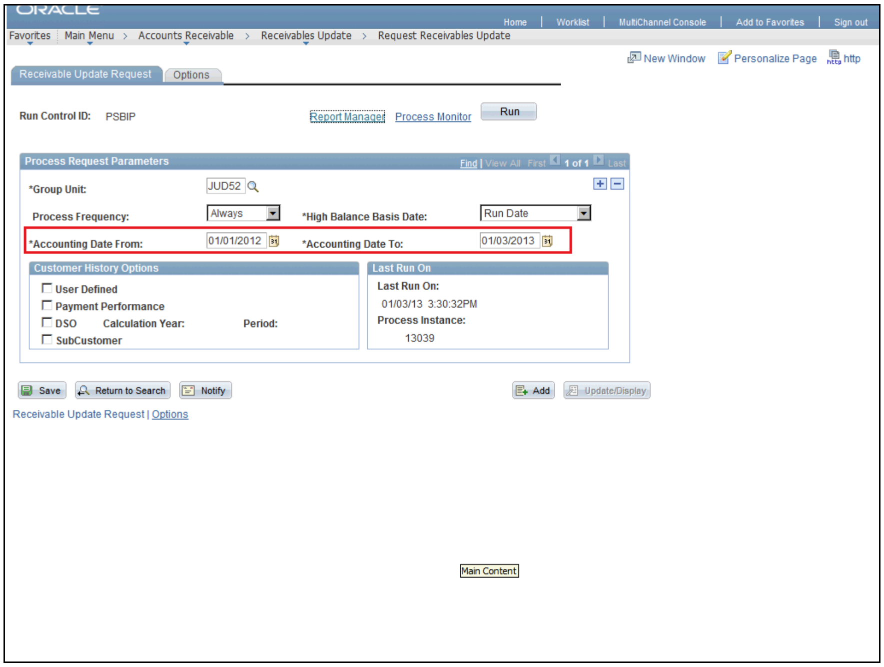
Step	Action
4.	Users with authority can post more than one batch agency at a time by clicking the plus sign button and adding parameters for each **Group Unit**.



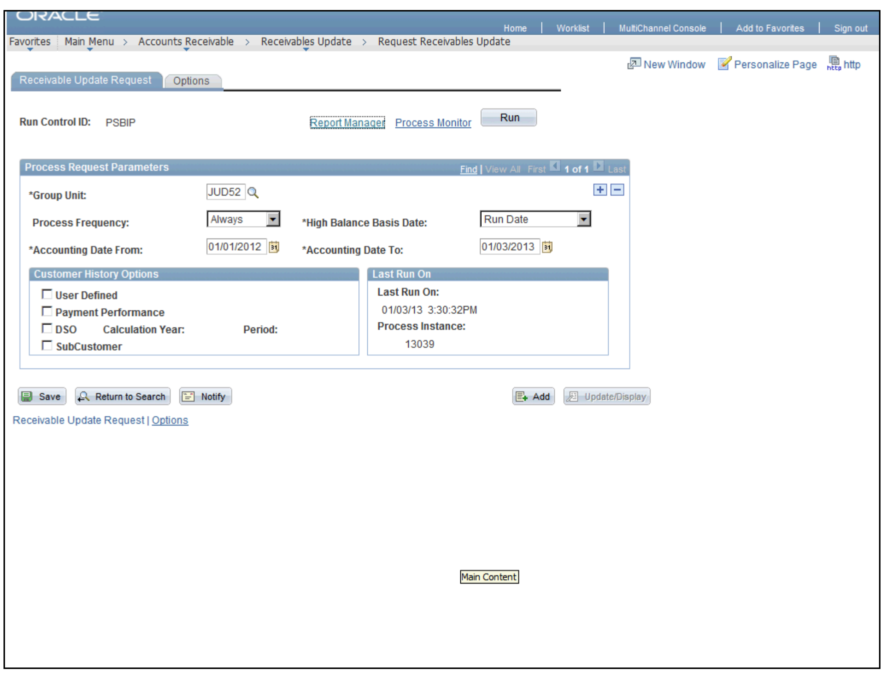
Step	Action
5.	Enter the batch agency for which you are posting activity in the **Group Unit** field.



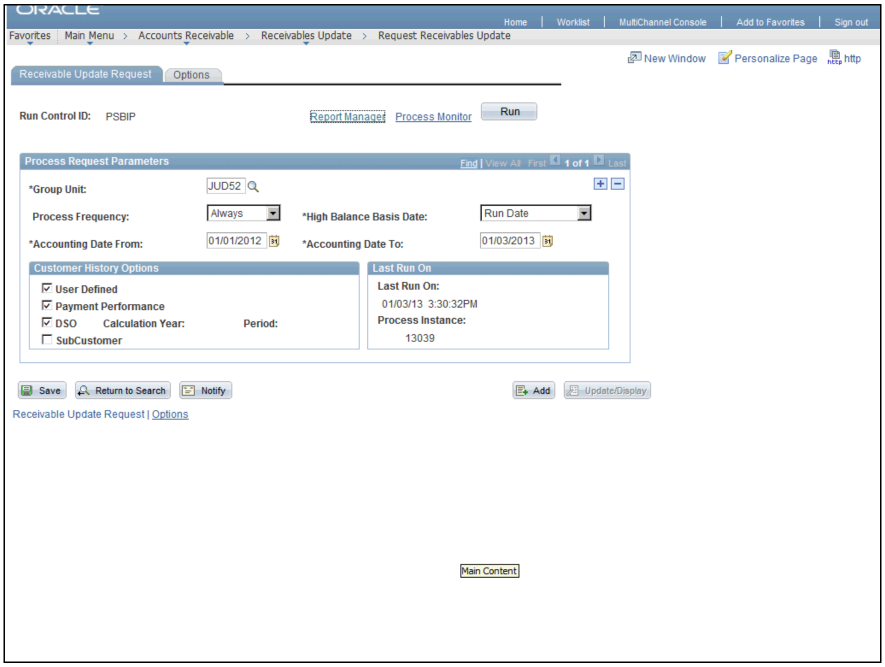
Step	Action
6.	You may choose from "Always", "Don’t", and "Once" in the **Process Frequency** list. Typically, you will select "Always". You will run the **Receivable Update** for the **Group Unit** each time. **NOTE:** For users with authority to run the process for more than one **Group Unit**, you may not want to run **Receivable Update** for all units. You can change the process frequency to "Don’t" for the units that you do not want to post.



Step	Action
7.	Enter the accounting date range of the activity to be posted in the **Accounting Date From/To** fields.



Step	Action
8.	To schedule the process to run, click the **Run** button. Run



Step	Action
9.	You have successfully completed the *Understanding the Receivable Update (ARUPDATE) Process* topic. You have reviewed the **Receivable Update Request** page and process request parameters required to run the process. **End of Procedure.**

Lesson 3: Processing Cash Register Interface to Billing and AR

Lesson Overview

The Billing and Receivables modules in GEARS will collect data from each local court cash register (UCS, RCS, and standalone) through the Judiciary Information Systems (JIS) Back Office interface, called the "BUS", which aggregates and standardizes the data for collection in GEARS. Upon register Z out / reset, each court location will run the BUS interface (an on demand process). Local Accounting personnel will review transaction totals by Batch Agency, court location, and date, ensuring the BUS totals match that of the Z Report. Personnel will add the treasury number to cash and check transactions - this will carry forth on the Daily TRN (Transaction) file so GAD (General Accounting Division) can match the transaction with the bank deposit in FMIS (Financial Management Information System).

Lesson Objectives
After completing this lesson, you will be familiar with:

- Allocating revenue using invoices
- How to record cash drawer deposits

3.1 Running the BUS Interface to Billing (Detail Side of Transaction)

Running the BUS Interface to Billing (Detail Side of Transaction)
The Cash Register interface process will create a new bill in the GEARS Billing module. Each bill corresponds with a register receipt. The transaction code from the Cash Register will be mapped to a Charge Code in GEARS. Each Charge Code will have an appropriate Revenue Account(s) assigned. Upon completion of the Billing process (after the Single Action Invoice Process is run), the appropriate Revenue and Customer journal entries will be created. For case and traffic related transactions, the case or ticket number will be automatically entered in the Bill of Lading field.

In this section, you will use several pages within in the Billing module to run the BUS Interface to Billing (Detail Side of Transaction).

After completing this section, you will be able to:

- Enter the treasury code on the Staging Approval page
- Run the billing interface
- Run the FAR Report and verify the revenue allocation
- Adjust revenue allocation by bill line
- Change the status of bills en masse
- Run tech Single Action Invoice Process
- Run the AR Update

3.1.1 Entering the Treasury Code on Staging Approval Page

Judiciary Information Systems (JIS) Back Office interface enables fiscal office users to send revenue data to JIS's Enterprise Service Bus. JIS's Enterprise Service Bus collects and transforms the revenue data to a common format and then sends the data to GEARS. In GEARS, the **Staging Approval** page provides a means of reviewing transactions sent from JIS's Enterprise Service Bus interface to GEARS prior to allocating revenue.

GEARS **Staging Approval** page is a key link between JIS and GEARS in that all transactions must be approved on this page before these transactions can be loaded into GEARS. Transactions are displayed for a specific Batch County, District, Location, and ZDate after they are submitted from the JIS Website. User security is in place that only allows users to access those Batch Counties where they have access.

You use the Staging Approval page to verify the accuracy of the data, including verifying that staging table totals match Z report totals (by court location and date). If the totals and data match, the next step is to enter Treasury Code per line item (which represents a court location on a specific date).

If the totals and data do not match, the discrepancy will need to be diagnosed, and the data will need to be wiped clean from the staging table, and the Cash Register Interface (BUS) will need to be re-run.

In this topic, you will use the **Staging Approval** page in GEARS Billing to enter the Treasury Code on the Staging Approval page.

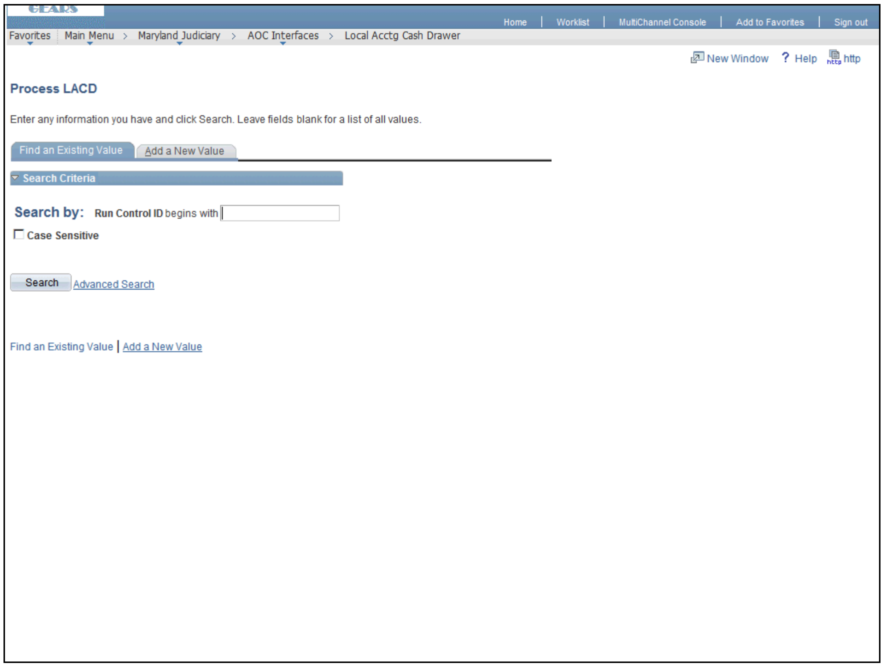
After completing this topic, you will be able to:

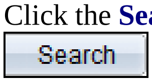
- Access the Staging Approval page and verify Z Report totals match totals in staging table by court location and date
- Enter the Treasury Code on the Staging Approval page

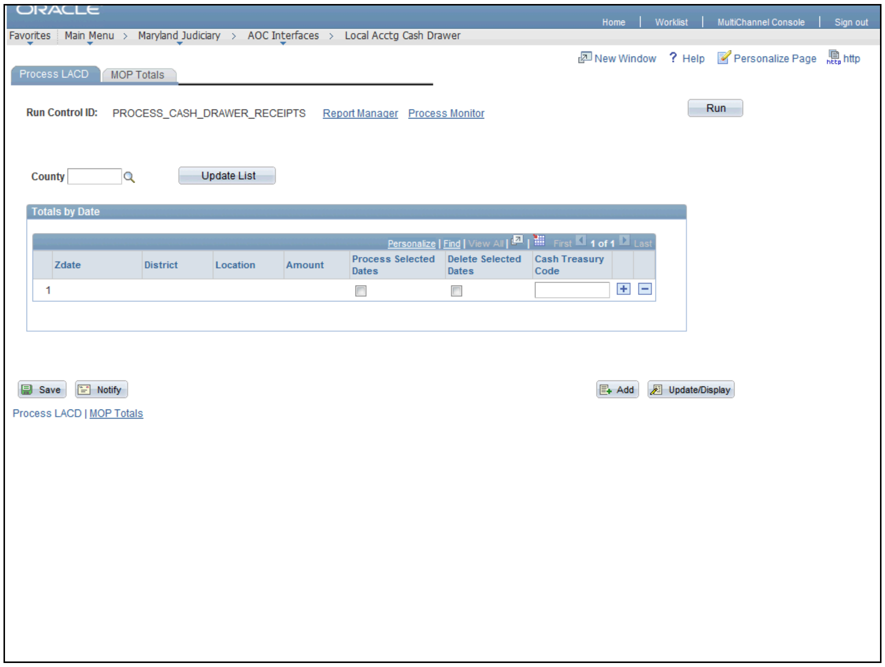
Procedure

In this topic, you will learn how the BUS interface will transmit data from the cash register to the staging table.

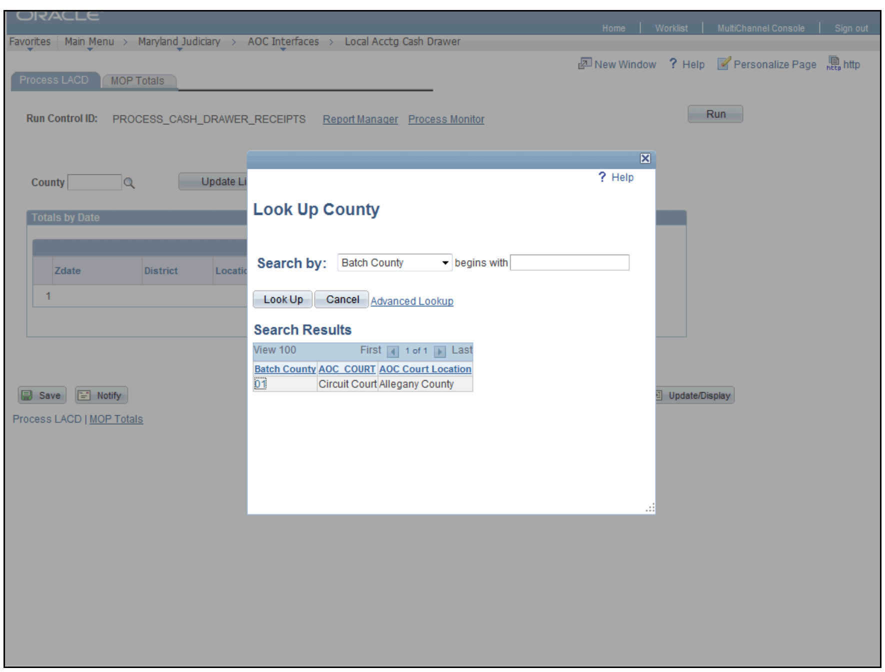
Step	Action
1.	Begin by navigating to the **Process LACD** page. Click the **Main Menu** button. Main Menu
2.	Click the **Maryland Judiciary** menu. Maryland Judiciary
3.	Click the **AOC Interfaces** menu. AOC Interfaces
4.	Click the **Local Acctg Cash Drawer** menu. Local Acctg Cash Drawer



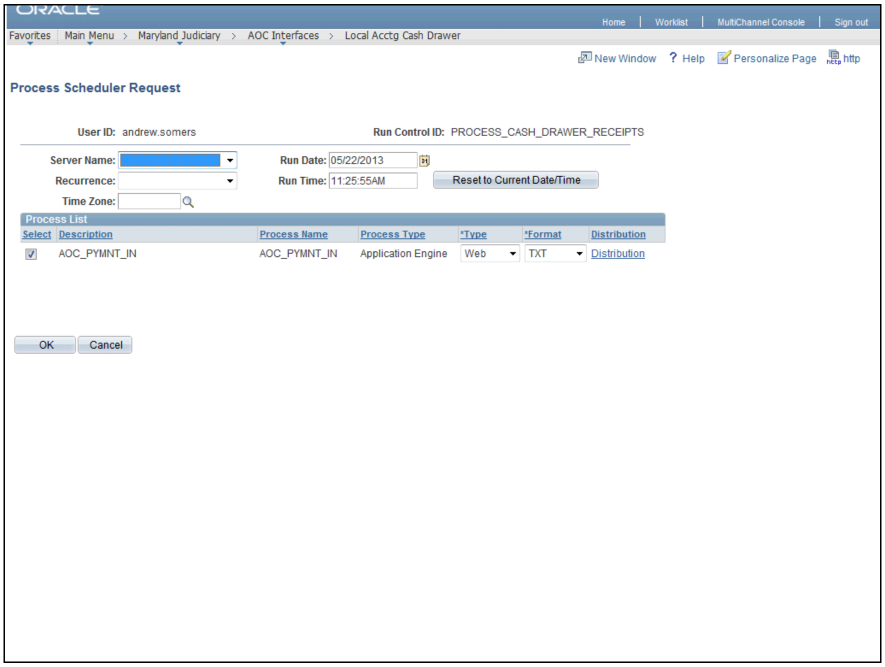
Step	Action
5.	The **Local Accounting Cash Drawer - Process LACD** search page displays. Clicking on Search will take you to the **Staging Approval** page. Click the **Search** button. 

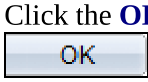
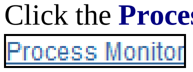


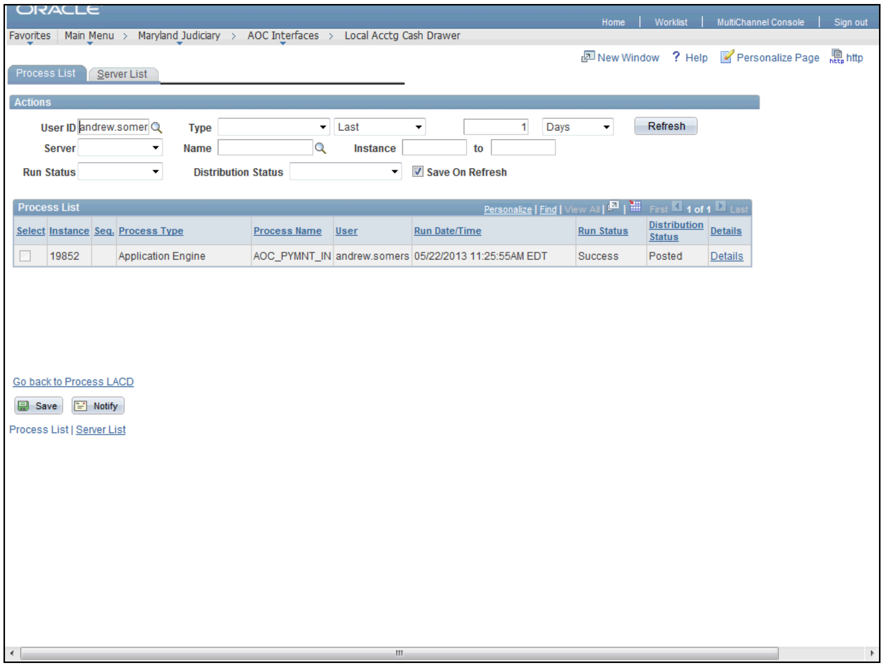
Step	Action
6.	The **Process LACD** page displays. Click the **Look up County** button. 



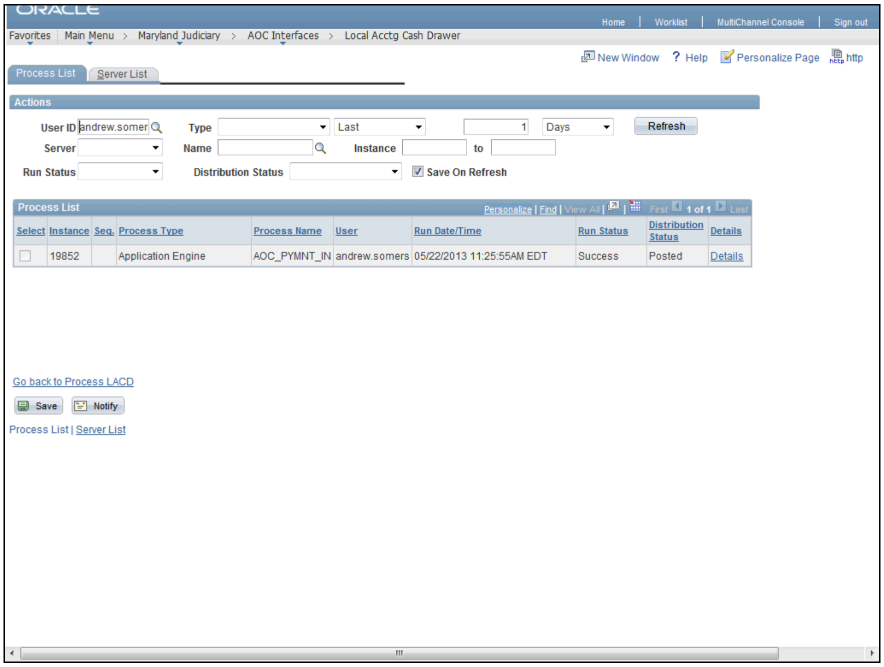
Step	Action
7.	The **Look Up County** window displays. Click the **01** link. 01
8.	Select **Update List** to obtain the cash register transaction(s) that were transmitted from the BUS Interface for that County. Click the **Update List** button. Update List
9.	The list of cash drawer receipts to be verified and processed displays (by receipt date, district, location, and amount). Click the **Process Selected Dates** option for the second line item.
10.	Enter the desired information into the **Cash Treasury Code** field. Enter "**123456**" for example.
11.	Click the **Save** button. Save
12.	Selecting **Run** initiates a batch process that allocates revenue, creates customers, creates bills, allocates revenue, and creates the FAR report. Click the **Run** button. Run



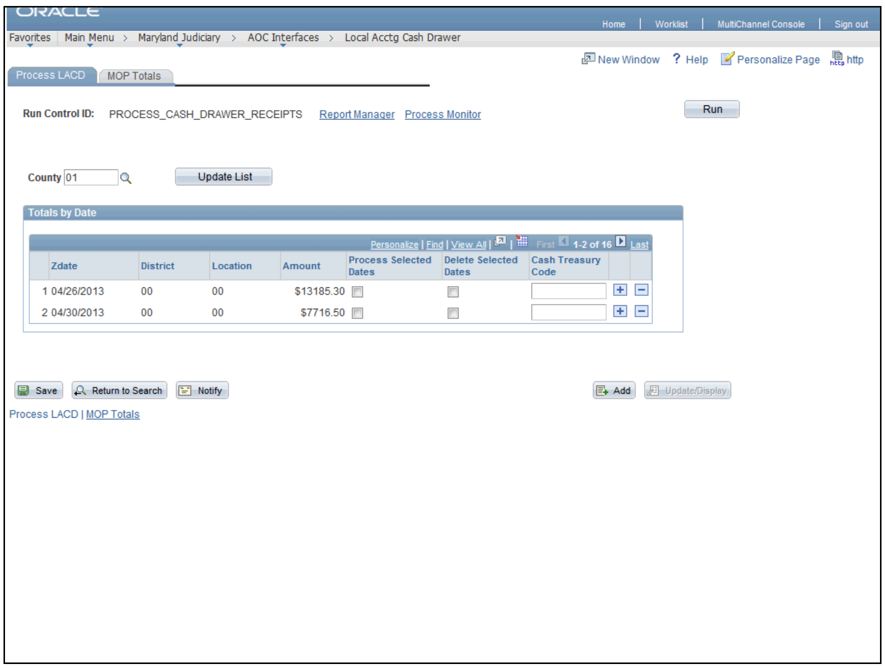
Step	Action
13.	The **Process Scheduler Request** page displays. Click the **OK** button. 
14.	Click the **Process Monitor** link to see the transaction is in queue to be processed. 



Step	Action
15.	The **Process List** displays. Click the **Refresh** button. 



Step	Action
16.	The **Run Status** is now "**Success**" and the **Distribution Status** is now "**Posted**". Click the **Go back to Process LACD** link. Go back to Process LACD
17.	We have returned to the **Staging Approval** page. Click the **Update List** button. Update List



Step	Action
18.	Since we have successfully processed the previous transaction, the transaction no longer appears in the **Staging Approval** page.
19.	You have successfully completed the *Entering Treasury Code on Staging Approval Page* topic. You have learned to: - transmit data from the cash register to the staging table **End of Procedure.**

3.1.2 Running the Billing Interface

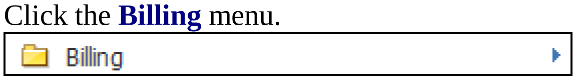
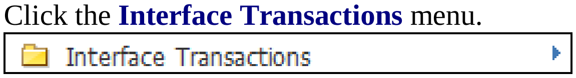
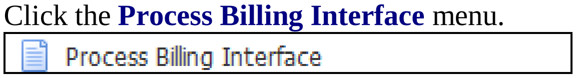
After the cash register data has been verified and run successfully in the staging table, the next step in the process is to load the cash register data from the staging table to the Billing module for subsequent processing. This process is performed by running the Billing Interface Process.

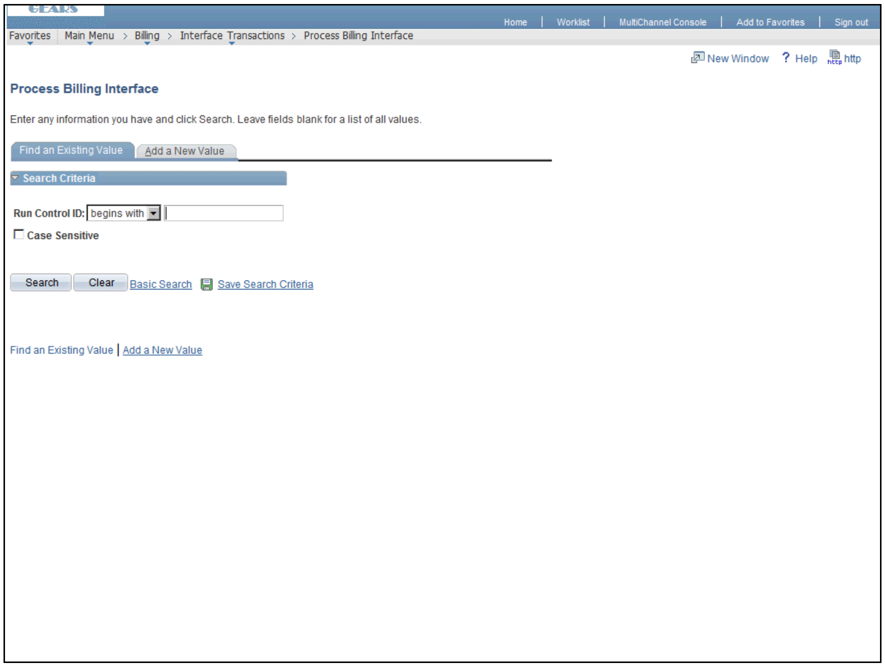
In this topic, we will demonstrate how to initiate the Billing Interface Process and includes the steps to verify that the process ran successfully.
After completing this topic, you will be able to :

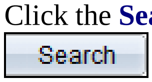
- Load staging table data into GEARS Billing by running the Billing Interface process

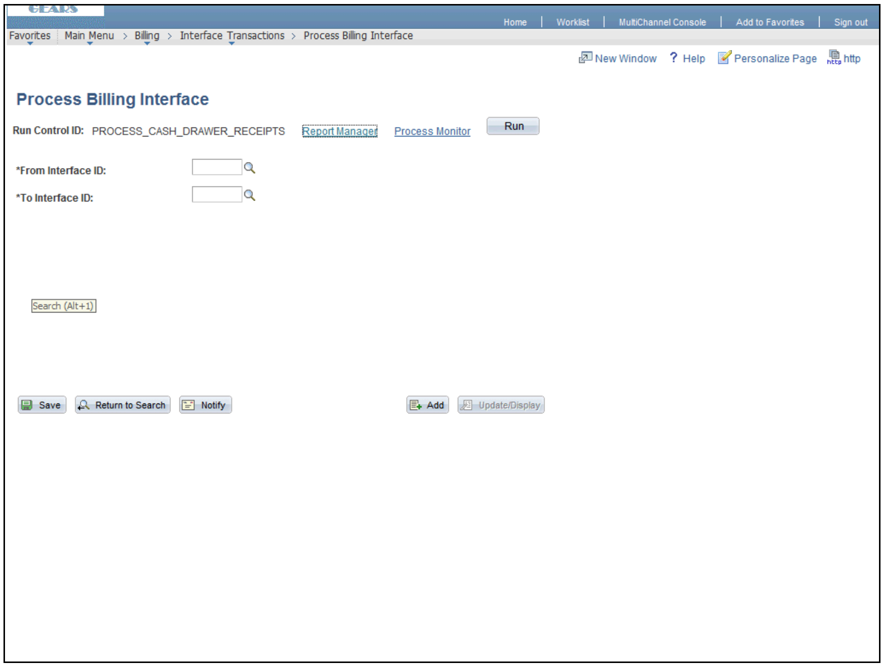
Procedure

In this topic, you will learn how to run the **Billing Interface** successfully to load staging table data into GEARS Billing.

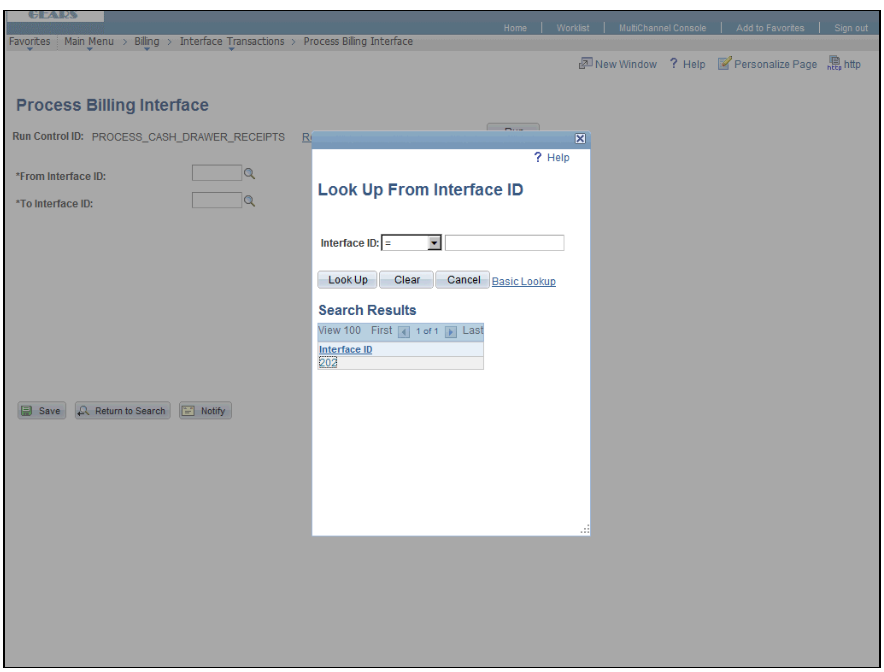
Step	Action
1.	Begin by navigating to the **Process Billing Interface** page. Click the **Main Menu** button. 
2.	Click the **Menu sort** button. 
3.	Click the **Billing** menu. 
4.	Click the **Interface Transactions** menu. 
5.	Click the **Process Billing Interface** menu. 



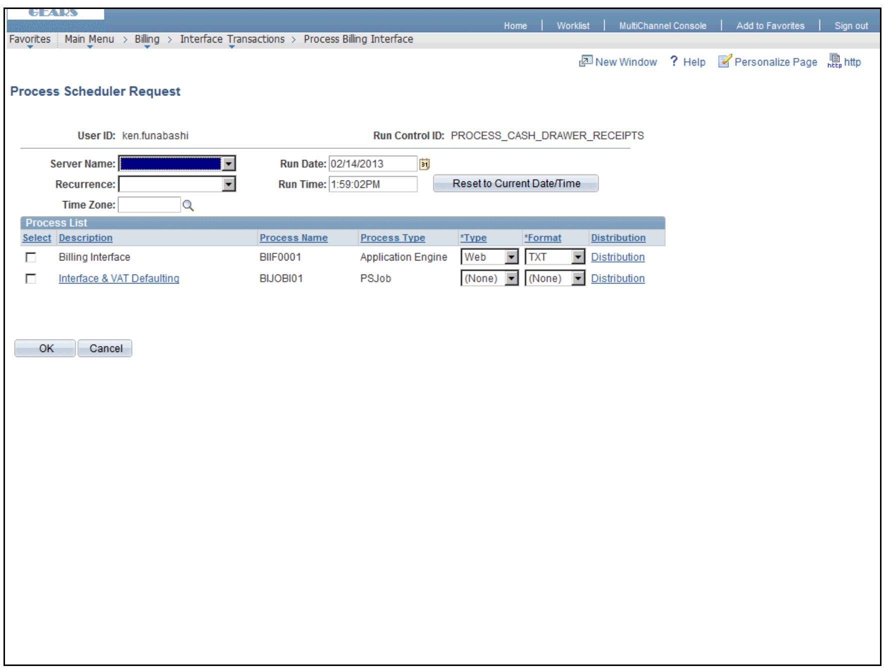
Step	Action
6.	The **Find an Existing Value** page displays. Use this page to enter your search criteria for the **Run Control ID**. **Note:** You will be brought directly to the Process Billing Interface page if your search only yields one result. Click the **Search** button. 



Step	Action
7.	The **Process Billing Interface** page displays. Click the **Look up From Interface ID (Alt+5)** button.



Step	Action
8.	The **Look Up From Interface ID** window displays. Use this page to enter search criteria. Click the **202** link. 202
9.	The **From Interface ID** and **To Interface ID** fields are filled upon return to the **Process Billing Interface** page. Click the **Save** button. Save
10.	Click the **Run** button. Run



Step	Action
11.	The **Process Scheduler Request** page displays. Use this page to enter and schedule your request. Click the **Select** option for **Billing Interface**.

Step	Action
12.	Click the **OK** button. OK
13.	Click the **Process Monitor** link. Process Monitor
14.	The transaction shows in the **Process List** with a **Run Status** of "Queued" and a **Distribution Status** of "N/A". Click the **Refresh** button. Refresh
15.	After the batch process successfully runs, the transaction **Run Status** will change to "**Success**" and the **Distribution Status** will change to "**Posted**".
16.	You have successfully completed the *Run the Billing Interface* topic. You have learned to: - successfully run the **Billing Interface** to load the staging data table into GEARS Billing. **End of Procedure.**

3.1.3 Running the FAR Report, Verify Revenue Allocation

The FAR Report stands for **Funds Allocation Report**. Local Accounting personnel will use the FAR to review summarized accounting entries by PCA and Object prior to invoice finalization while there is still an opportunity to make adjustments prior to posting. The accounting entries are generated according to invoice, which corresponds to a register receipt.

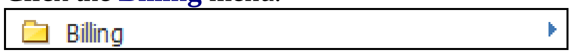
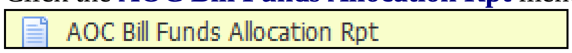
After completing this topic, you will be familiar with how to:

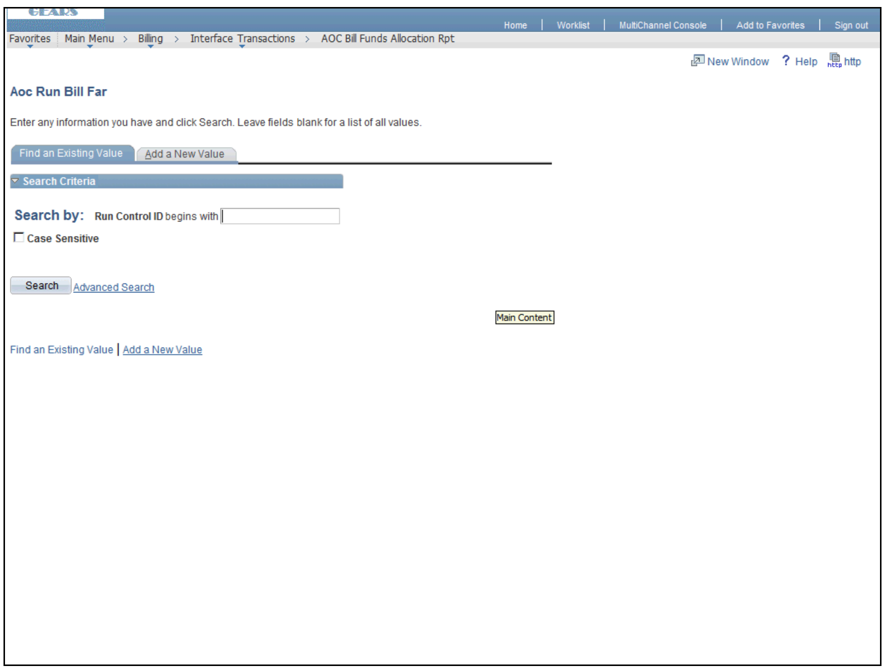
- Generate the FAR Report
- Match allocation totals following Local Accounting's guidelines and business processes

Procedure

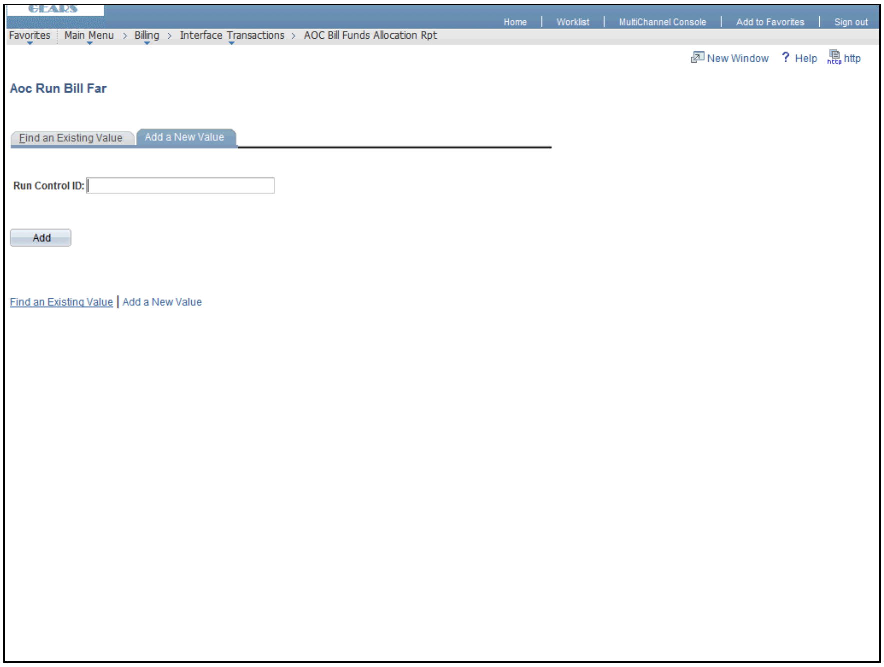
In this topic, you will generate the **FAR Report** and successfully perform and allocate totals.

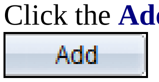
Step	Action
1.	Begin by navigating to the **AOC Run Bill FAR** page. Click the **Main Menu** button. Main Menu

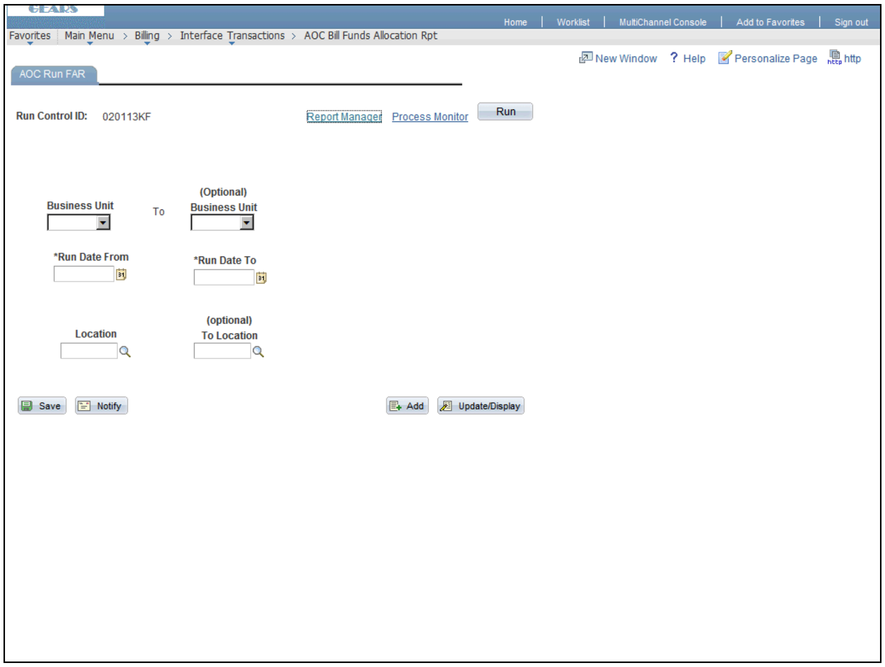
Step	Action
2.	Click the **Menu sort** button. 
3.	Click the **Billing** menu. 
4.	Click the **Interface Transactions** menu. 
5.	Click the **AOC Bill Funds Allocation Rpt** menu. 



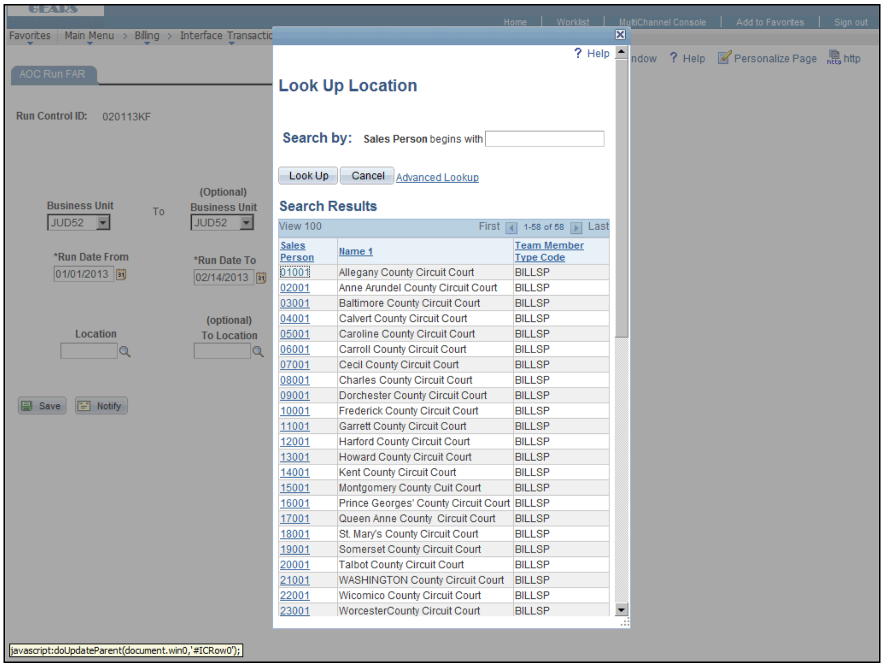
Step	Action
6.	The **AOC Run Bill Far** search page displays. Use this page to select the **Add a New Value** tab. Click the **Add a New Value** tab. 

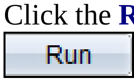
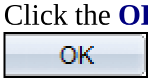
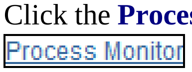


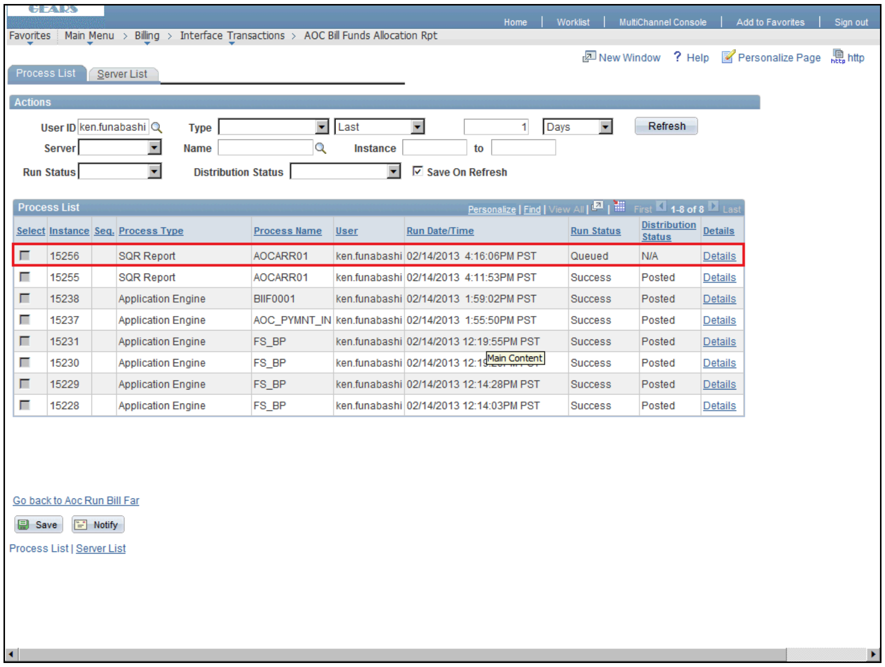
Step	Action
7.	The **Add a New Value** tab displays. Enter the desired information into the **Run Control ID** field. For this example, enter "**020113KF**".
8.	Click the **Add** button. 



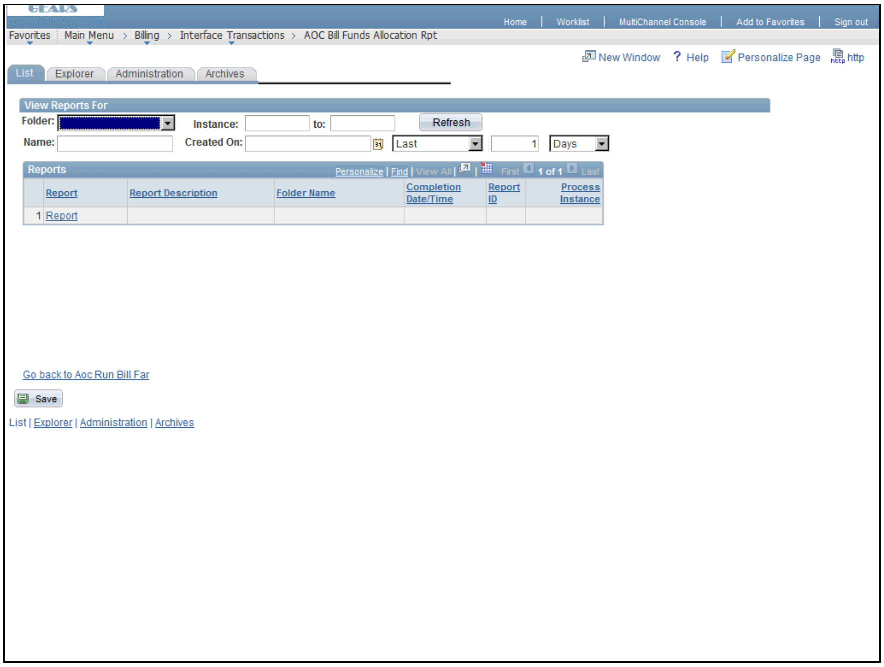
Step	Action
9.	The **AOC Run FAR Report** page displays. Click the **Business Unit** list.
10.	The **AOC Run FAR** page displays. Use this page to enter criteria to execute the report. Click the **JUD52** list item. JUD52
11.	Click the **(Optional) Business Unit** list.
12.	Click the **JUD52** list item. JUD52
13.	Enter the desired information into the **Run Date From** field. Enter "**01/01/2013**".
14.	Enter the desired information into the **Run Date To** field. Enter "**02/14/2013**".
15.	Click the **Look up Location (Alt+5)** button.

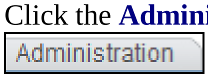


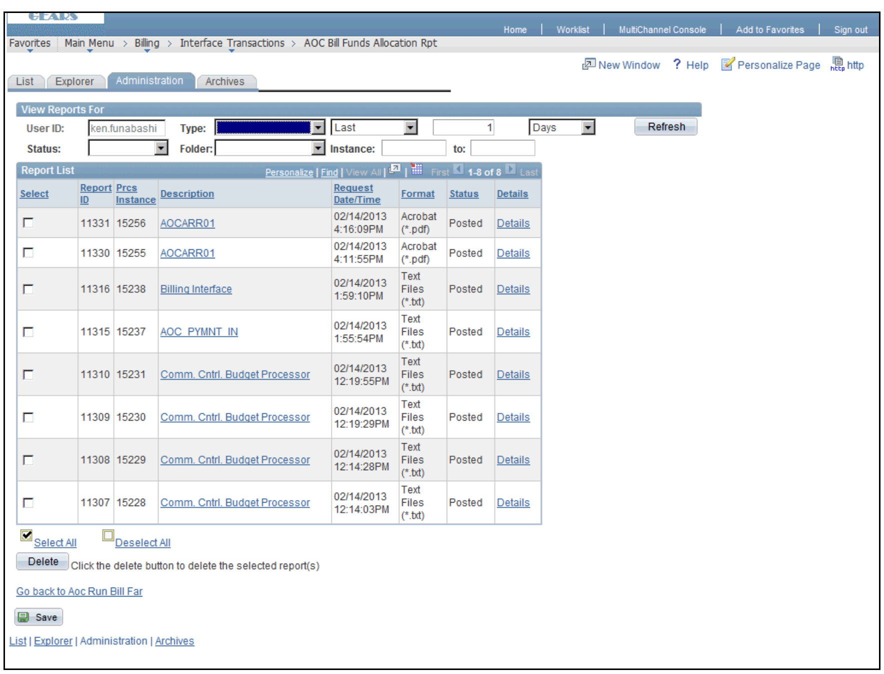
Step	Action
16.	The **Look Up Location** page displays. Use this page to enter search criteria. Click the **01001** link. 
17.	Click the **Look up (optional) To Location (Alt+5)** button. 
18.	Click the **G002** link. 
19.	Click the **Save** button. 
20.	Click the **Run** button. 
21.	The **Process Schedule Request** page displays. Use this page to enter and schedule your request. Click the **OK** button. 
22.	Click the **Process Monitor** link. 



Step	Action
23.	The **Process List** displays. The transaction shows in the **Process List** with a **Run Status** of "Queued" and a **Distribution Status** of "N/A".
24.	Click the **Refresh** button. Refresh
25.	Once the batch process runs successfully, the **Run Status** of the transaction changes to "Success" and the **Distribution Status** changes to "Posted". Click the **Go back to Aoc Run Bill Far** link. Go back to Aoc Run Bill Far
26.	Now, let's navigate to **Report Manager**. Click the **Report Manager** link. Report Manager



Step	Action
27.	The **Report Manager List** page displays. Click the **Administration** tab. 



Step	Action
28.	The **Report List - Administration** page displays. Click the **AOCARR01** link. 
29.	The **Funds Allocation Report (FAR)** displays in a new window. Print the report using your internet browser options, if desired.
30.	You have successfully completed the *Run the FAR Report, Verify Revenue Allocation* topic. You have learned to: - allocate totals - generate the FAR report **End of Procedure.**

3.1.4 Adjusting Revenue Allocation by Bill Line

In situations when incorrect revenue allocation is discovered, Local Accounting personnel will need to identify the invoice and associating bill lines to adjust in order to correct revenue allocation.

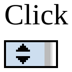
In this topic, you will use the **Standard Billing** page to adjust the value of the invoice on the bill line.

After completing this topic, you will be familiar with how to:

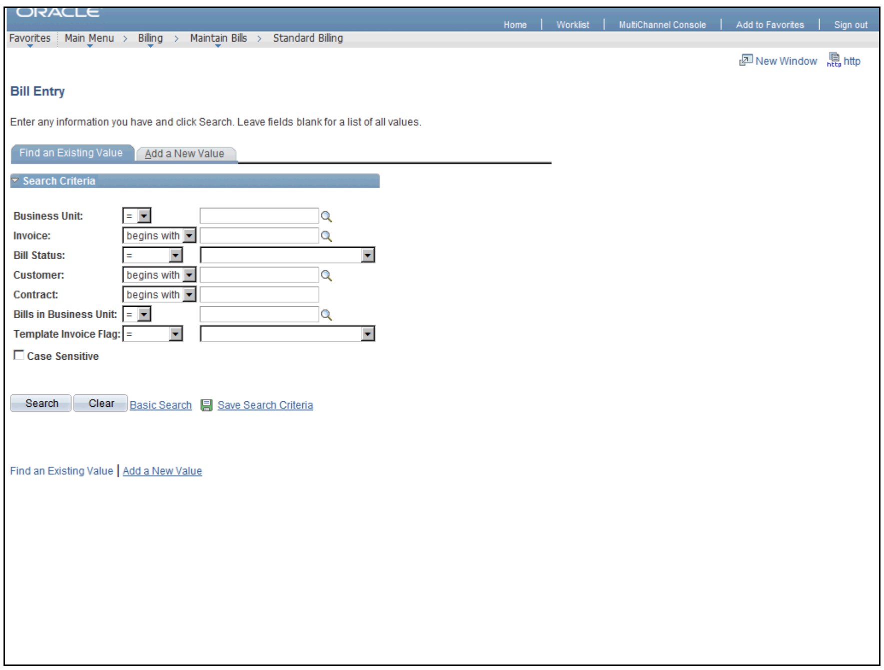
- Modify amounts in Revenue Allocation accounts by change the Charge Code by Bill Line

Procedure

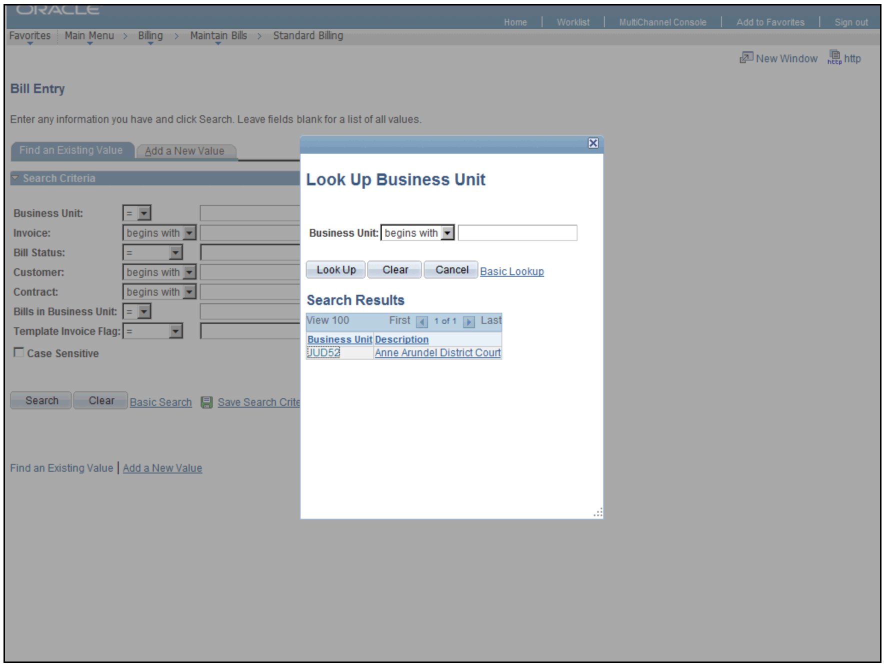
In this topic, you will learn how to modify the amounts in the **Revenue Allocation Accounts**.

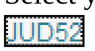
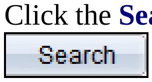
Step	Action
1.	Begin by navigating to the **Bill Entry** page. Click the **Main Menu** button. 
2.	Click the **Menu sort** button. 

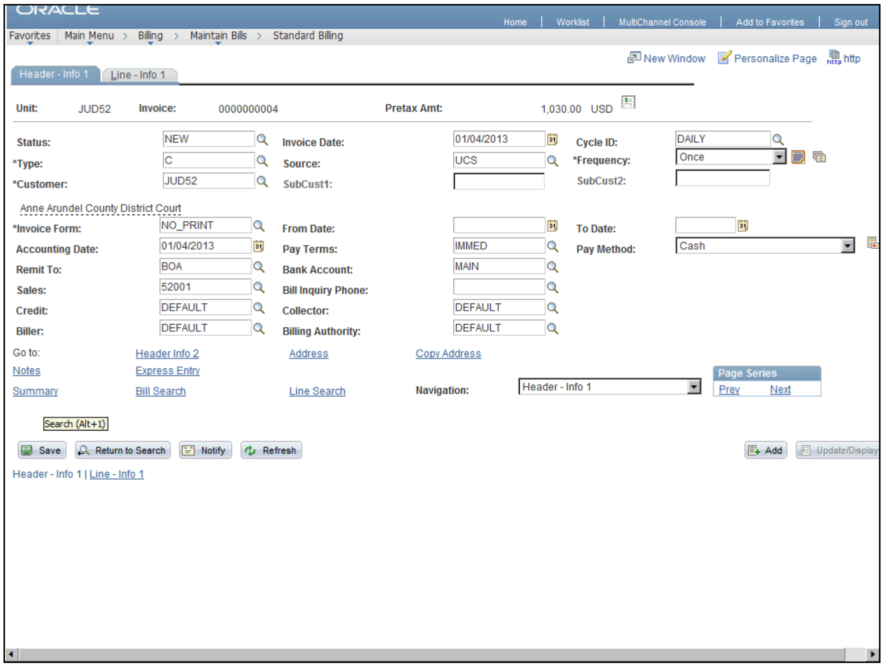
Step	Action
3.	Click the **Billing** menu. Billing
4.	Click the **Maintain Bills** menu. Maintain Bills
5.	Click the **Standard Billing** menu. Standard Billing



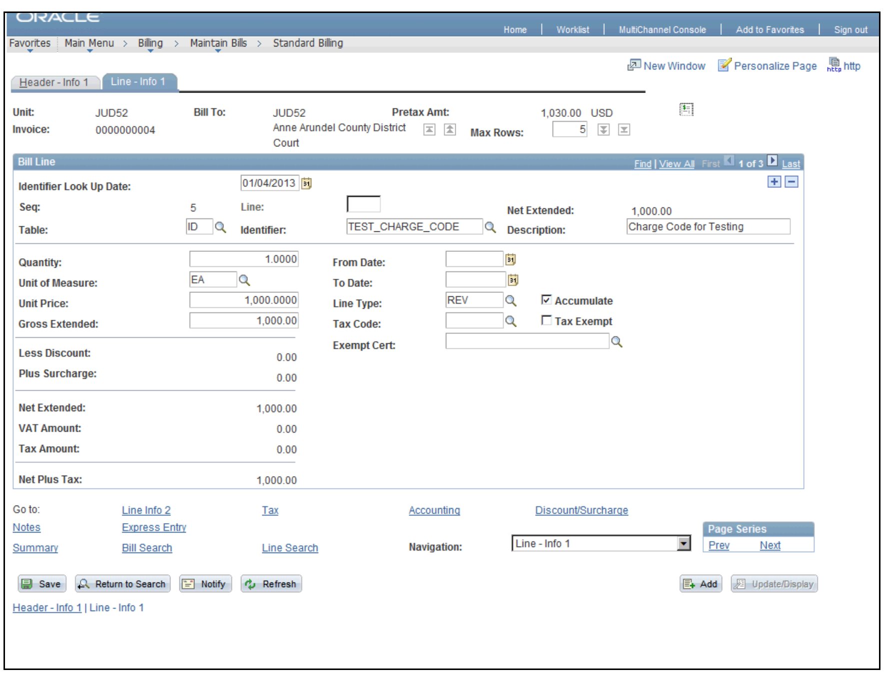
Step	Action
6.	The **Bill Entry** search page displays. Click the **Look up Business Unit (Alt+5)** button.



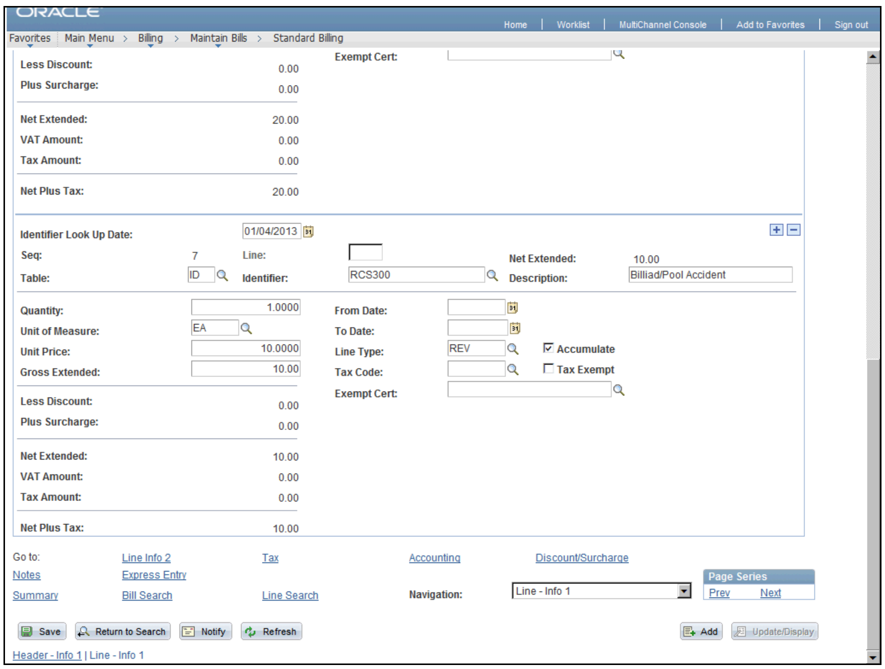
Step	Action
7.	The **Look Up Business Unit** page displays. Use this page to search and select criteria. Select your Business Unit (Batch Agency). For this example, click **JUD52**. 
8.	Click the **Search** button. 



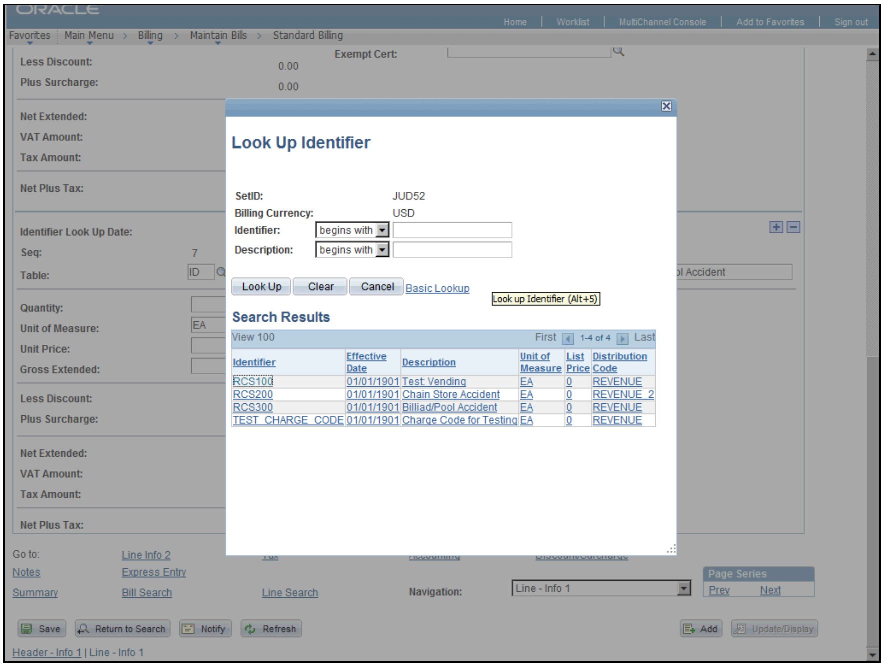
Step	Action
9.	The **Standard Billing - Header - Info 1** page displays. Click the **Line - Info 1** tab. Line - Info 1



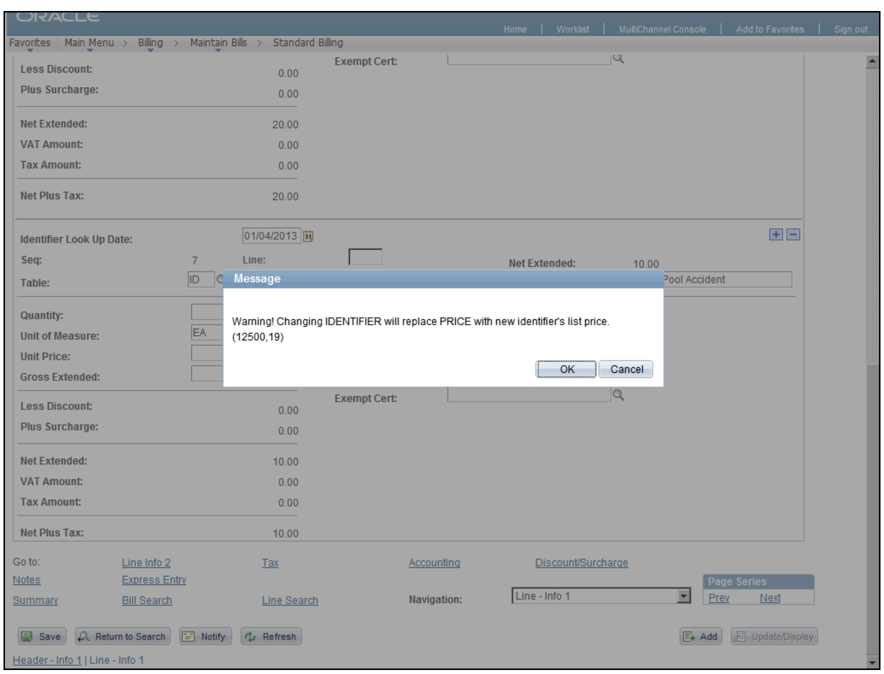
Step	Action
10.	The **Standard Billing - Line - Info 1** page displays. Click the **View All** link. View All
11.	All **Bill Lines** for the invoice display. Enter the desired information into the **Identifier Look Up Date** field. For this example, enter "**01/04/2013**".



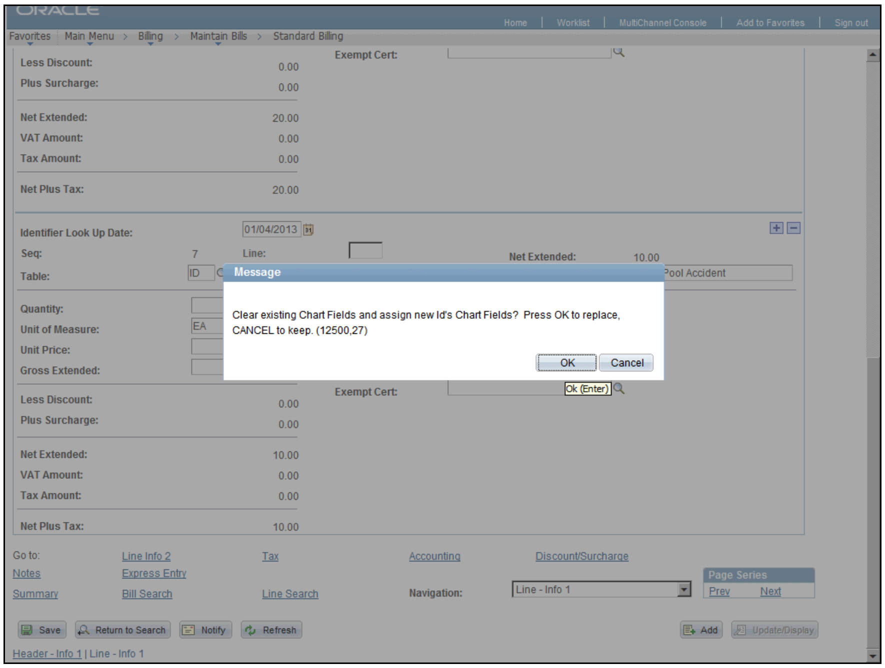
Step	Action
12.	Click the **Look up Identifier** button. This field houses the Charge Code.



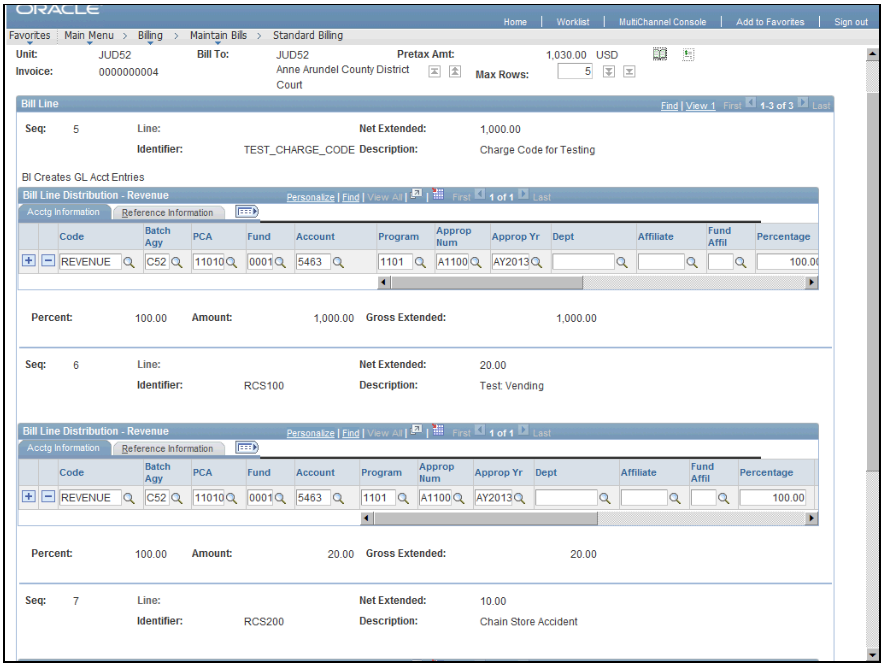
Step	Action
13.	The **Look Up Identifier** page displays. Use this page to search and select criteria. Select the appropriate Charge Code. For this example, click **RCS200**. RCS200

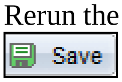


Step	Action
14.	Click the **OK** button. OK



Step	Action
15.	Click the **OK** button. This automated message is confirming that the accounting string will change as a result of updating the **Charge Code**, which adjusts revenue allocation as a result. OK
16.	Enter the desired information into the **Gross Extended** field. For this example, enter "**10**".
17.	Click the **Accounting** link. Accounting



Step	Action
18.	The **Accounting Lines** page displays. Review the adjustment.
19.	Click the **Save** button. Rerun the **FAR** to ensure the revenue adjustment had the intended allocation impact. 
20.	You have successfully completed the *Adjust Revenue Allocation by Bill Line* topic. You have learned to: - modify the amounts and allocate the totals. **End of Procedure.**

3.1.5 Changing the Status of Bills

Bills created from the Billing Interface or bills that are created manually will be loaded and saved with a Status of 'New'. Bills' status must be changed from 'New' to 'Ready', which means ready to invoice. The system will allow you to process **Change Status of Bills** for one or multiple bills at a time. A report file, *Invoice Status Change Report* is created during this Bill Status Change process that lists all of the invoices where the status was changed from 'New' to 'Ready'.

NOTE: There are two types of bills, (1) deferred payment tracking and (2) bad checks, that are saved in the system as placeholders and will never be changed to ready status.

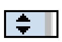
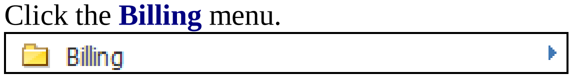
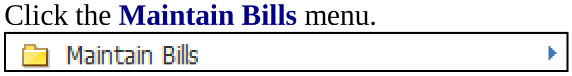
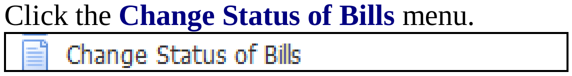
In this topic, you will use the **Change Status of Bills** page to change the status of a bill from 'New' to 'Ready'.

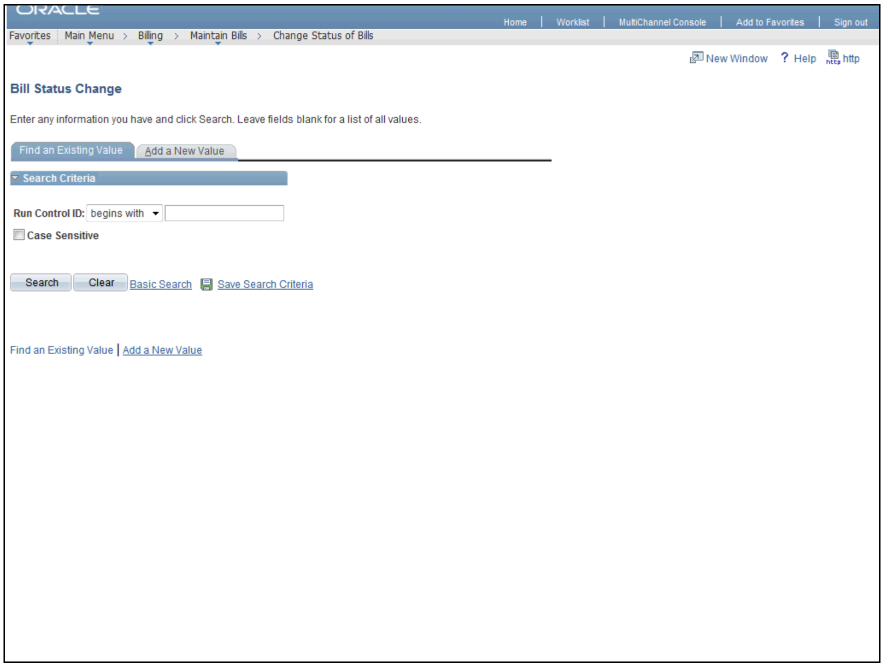
After completing this topic, you will be familiar with how to:

- Change the status of bills from 'New' to 'Ready' status
- Run and review the *Invoice Status Change Report*

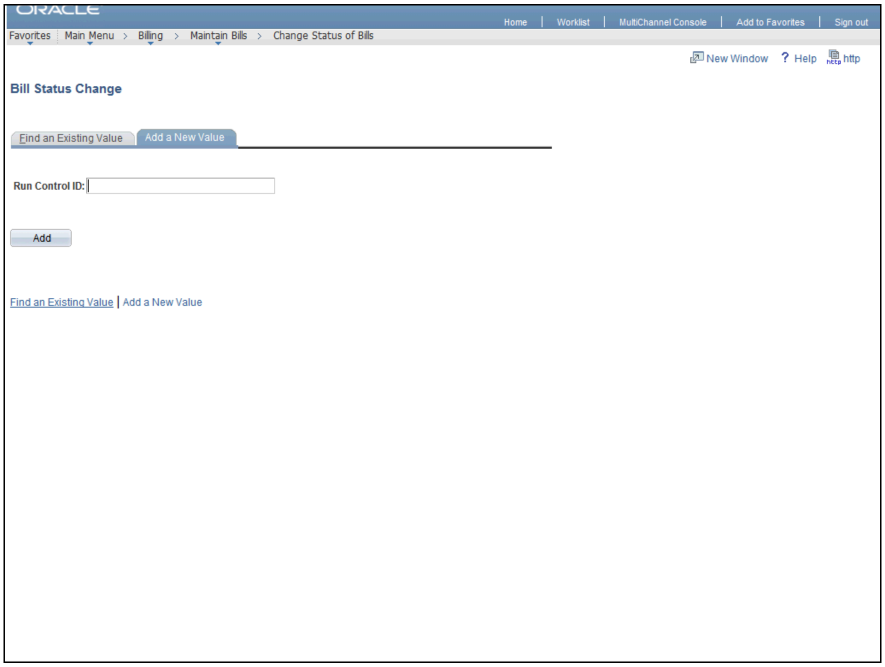
Procedure

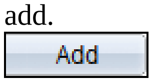
In this topic, you will learn how to change the **Bill Status** and generate a report for review.

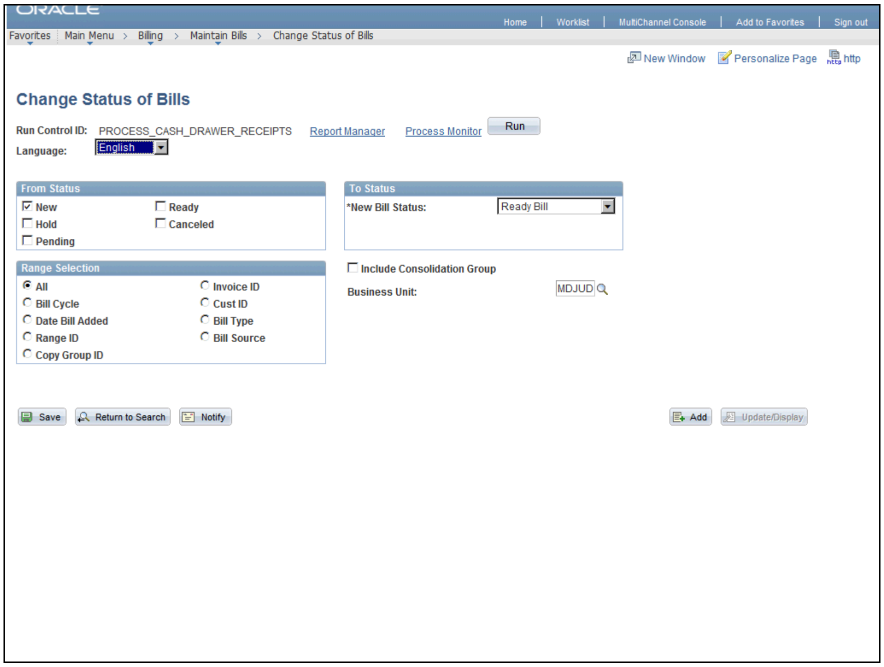
Step	Action
1.	Begin by navigating to the **Change Status of Bills** page. Click the **Main Menu** button. 
2.	Click the **Menu sort** button. 
3.	Click the **Billing** menu. 
4.	Click the **Maintain Bills** menu. 
5.	Click the **Change Status of Bills** menu. 



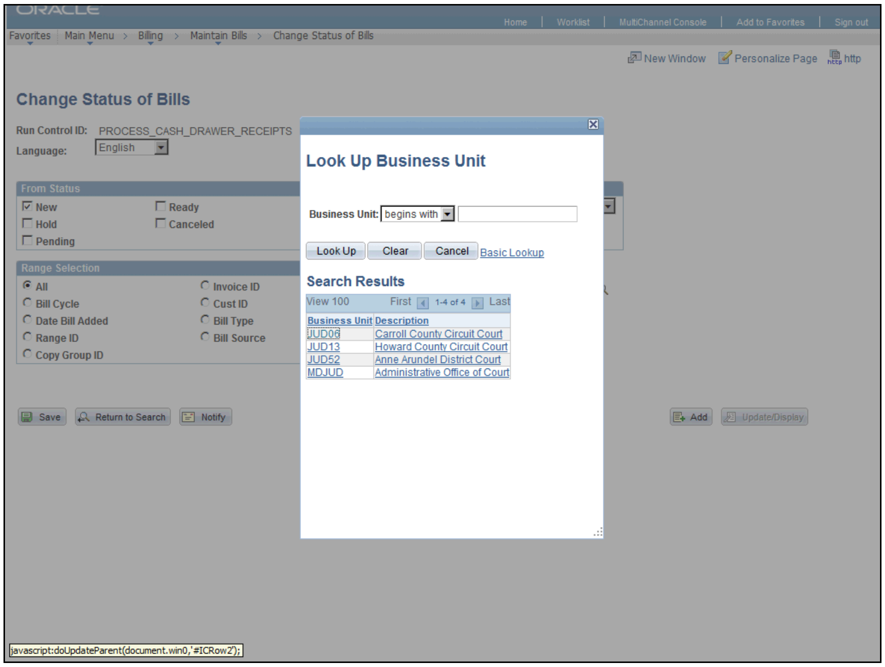
Step	Action
6.	The **Bill Status Change** search page displays. Use this page to select the tab that allows you to enter a new value or find an existing one. Click the **Add a New Value** tab. Add a New Value



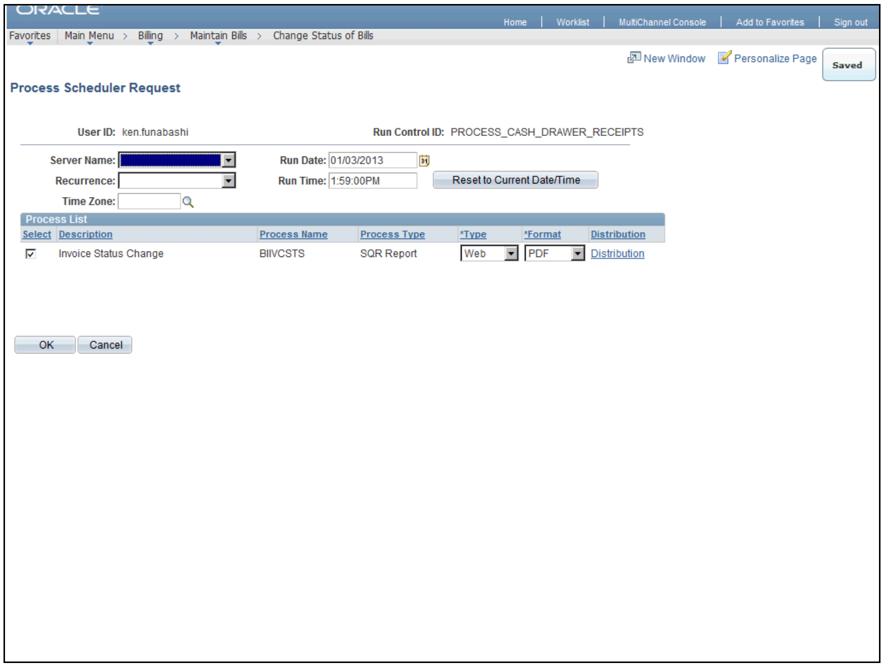
Step	Action
7.	The **Add a New Value** page displays. Enter the desired information into the **Run Control ID** field. For this example, enter "**PROCESS_CASH_DRAWER_RECEIPT**".
8.	Click the **Add** button. This Run Control will be available subsequent to this initial add. 

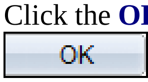


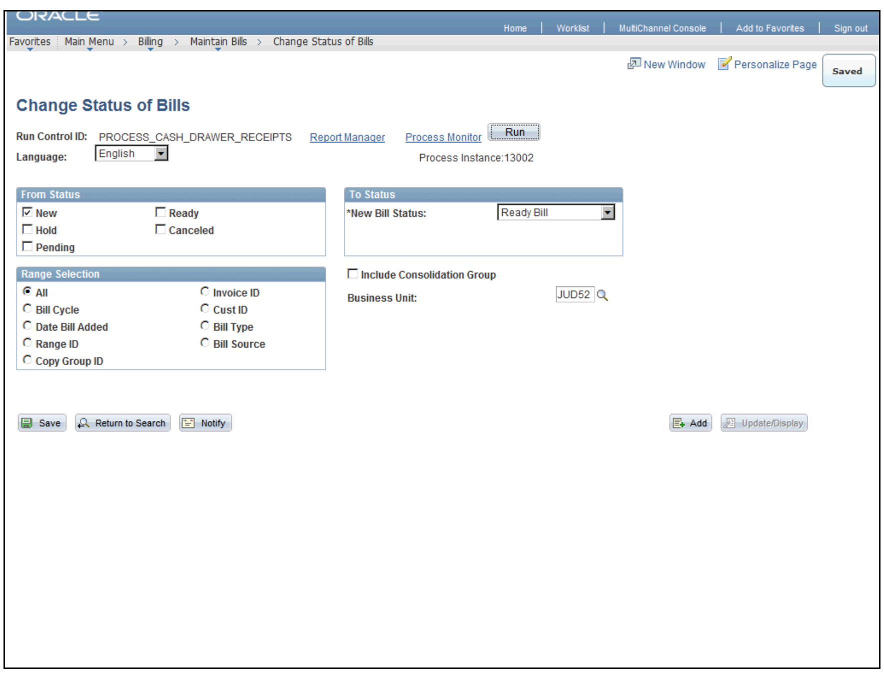
Step	Action
9.	The **Change Status of Bills** page displays. Ensure the value in the **New Bill Status** drop down field is "Ready Bill."
10.	Click the **Look up Business Unit (Alt+5)** button. 



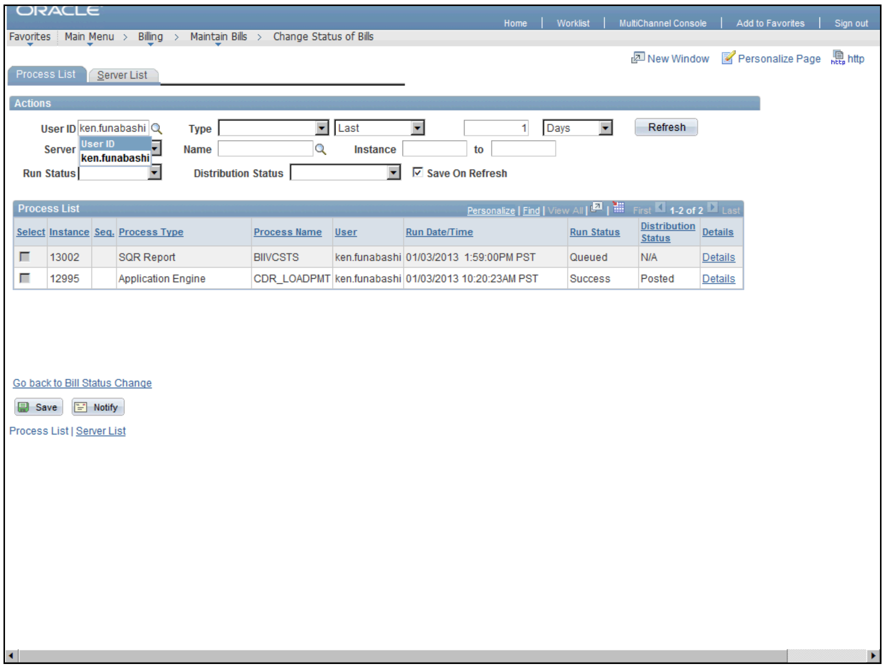
Step	Action
11.	The **Look Up Business Unit** page displays. Use this page to search and select your Business Unit (Batch Agency). For this example, click **JUD52**. JUD52
12.	Click the **Run** button. Run



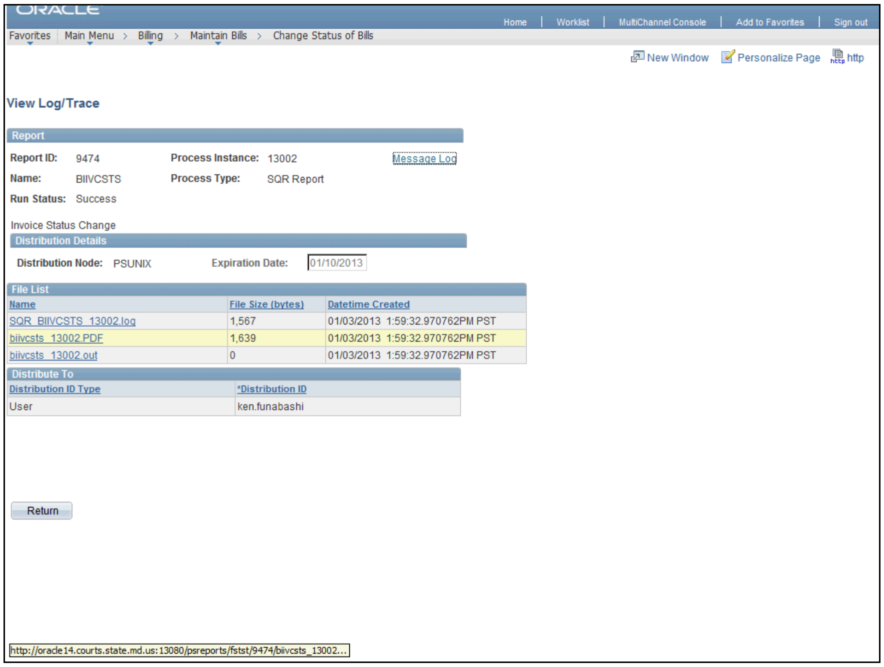
Step	Action
13.	The **Process Scheduler Request** page displays. Click the **OK** button. 



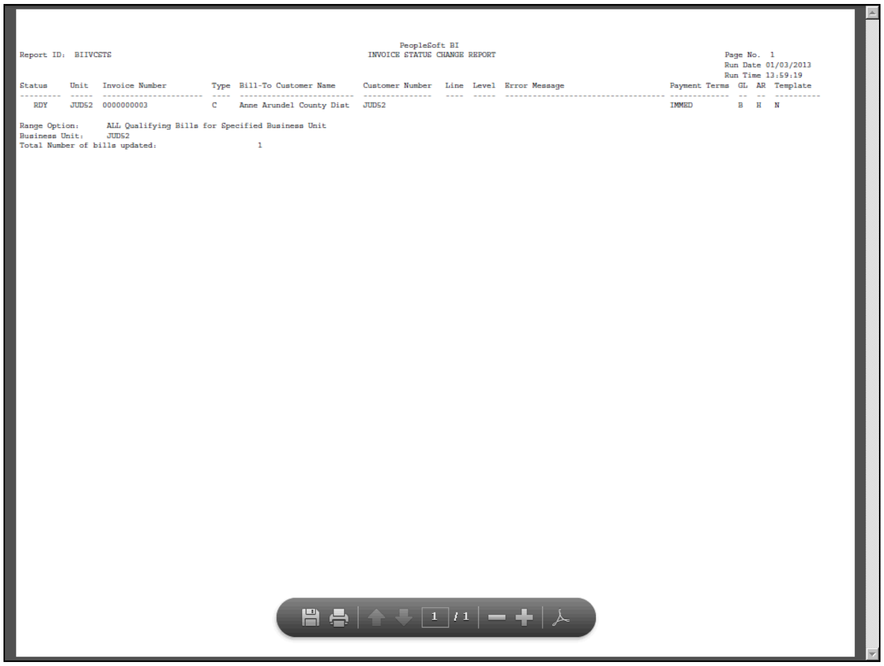
Step	Action
14.	Click the **Process Monitor** link. Process Monitor



Step	Action
15.	The **Process List** displays. Click the **Refresh** button every 30 seconds or so, monitoring the **Run Status** and **Distribution Status**. For this example, click the **Refresh** button only once. Refresh
16.	Click the **Details** link once the **Run Status** is "Success" and the **Distribution Status** is "Posted". Details
17.	The **Process Detail** page displays. Click the **View Log/Trace** link. View Log/Trace



Step	Action
18.	The **View Log/Trace** page displays. Click the **biivcsts_13002.PDF** link. biivcsts_13002.PDF



Step	Action
19.	The **Invoice Status Change Report** displays in a separate window. This report displays the bill(s) that were changed to a "Ready" status. Verify that the **Status** is "RDY".
20.	You have successfully completed the *Changing the Status of Bills* topic. You have learned to: - change the Bill Status - generate an Invoice Status Change report for review **End of Procedure.**

3.1.6 Running the Single Action Invoice Process

All revenue transactions must be finalized through the **Single Action Invoice** job in order to update the status of each invoice and make the accounting entries eligible for posting to the General Ledger. Instead of running key Billing processes separately, the **Single Action Invoice** job allows you to run these processes in an automated sequence after initiating the job. The following processes are included in the **Single Action Invoice** job:

1. The initial process, *Finalization*, creates the invoice and PDF file for printing
2. The next process creates the accounting lines for the Revenue and Accounts Receivable distribution.
3. The last process, *Load Invoices to AR* loads the invoices, which now have a status of "INV" (Invoiced), into the pending AR customer files

When the Single Action Invoice process completes, there are reports generated that lists the amount of each invoice that was a part of the batch. Also, the "Load GL Accounting Entries" and "Load AR Pending Items" reports are available for review in the process monitor.

NOTE: Bills must have a status of "RDY" (Ready to Invoice) before the Single Action Invoice process is run.

In this topic, you will use the Single Action Invoice pages to run the Single Action Invoice process.

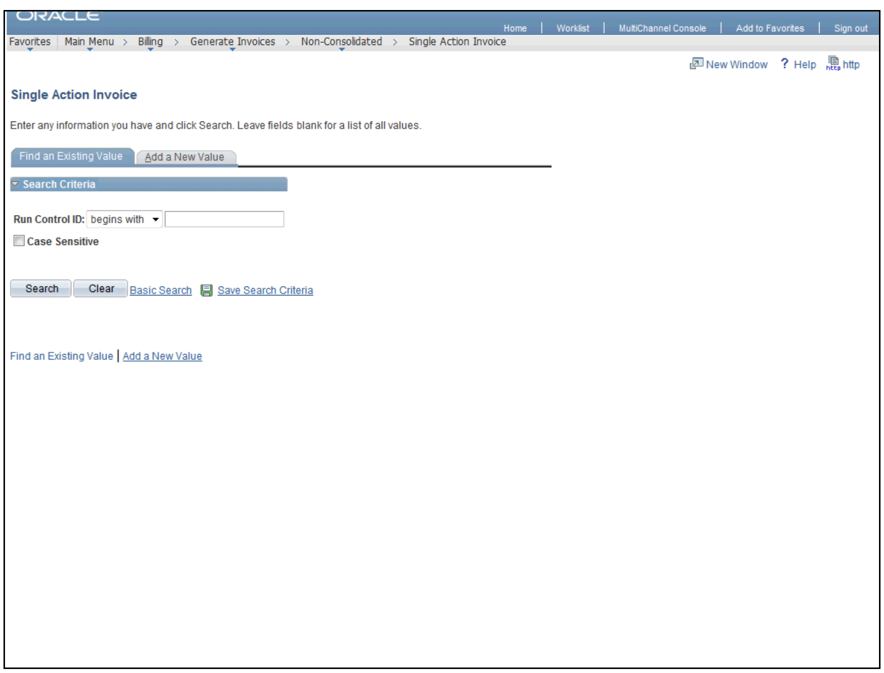
After completing this topic, you will learn how to:

- Run the Single Action Invoice process
- View a bill status changed from 'RDY' (ready) to 'INV' (invoiced)

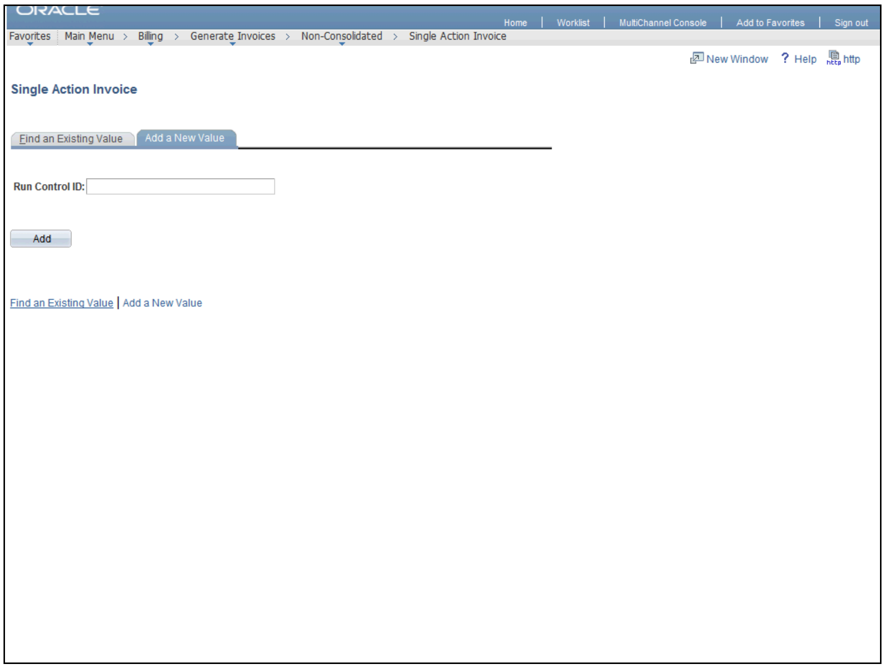
Procedure

In this topic, you will learn how to execute the single action invoice process.

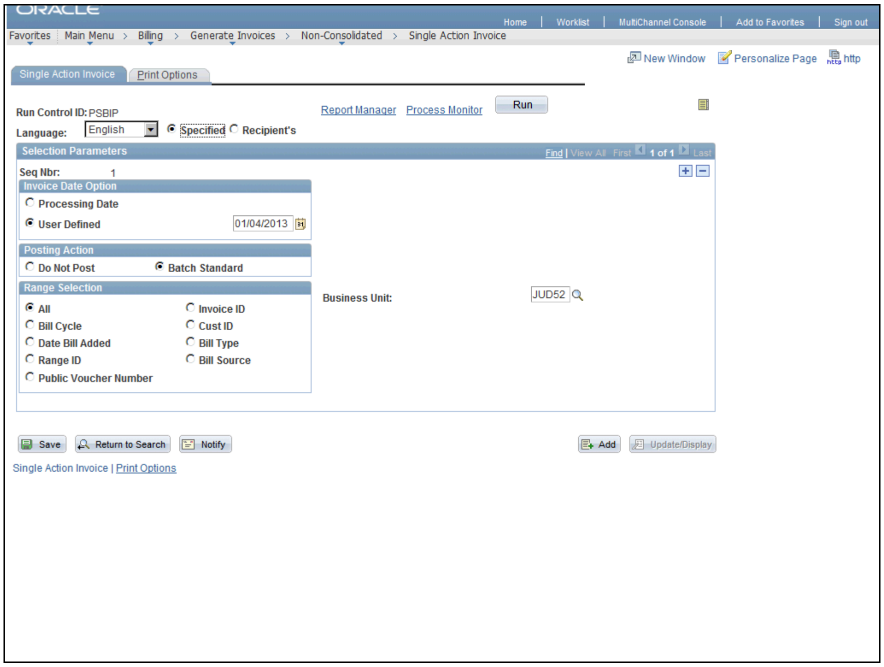
Step	Action
1.	Begin by navigating to the **Single Action Invoice** page. Click the **Main Menu** button. Main Menu
2.	Click the **Menu sort** button.
3.	Click the **Billing** menu. Billing
4.	Click the **Generate Invoices** menu. Generate Invoices
5.	Click the **Non-Consolidated** menu. Non-Consolidated
6.	Click the **Single Action Invoice** menu. Single Action Invoice

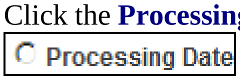


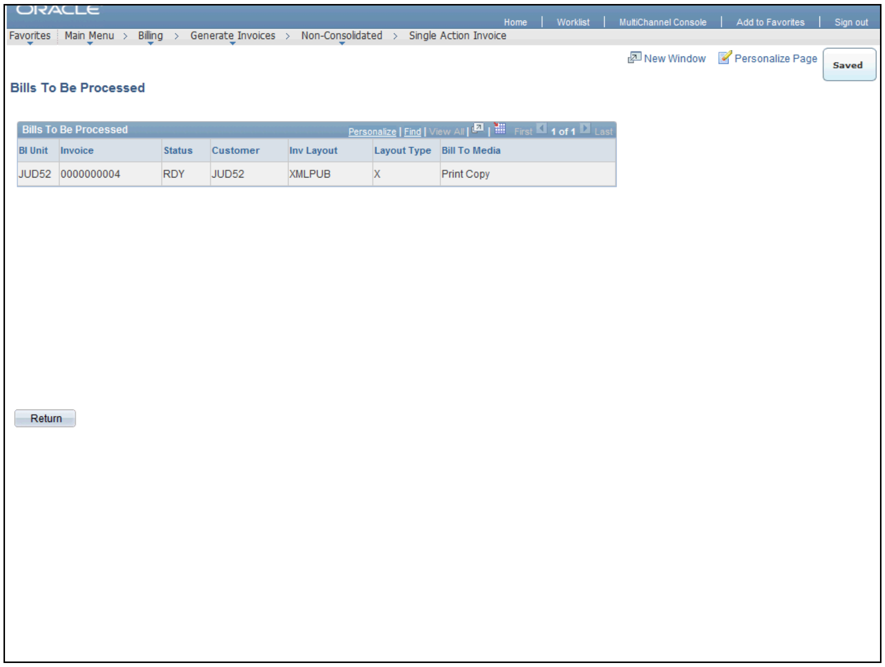
Step	Action
7.	The **Single Action Invoice** search page displays. Click the **Add a New Value** tab if there isn't an existing value available. Add a New Value



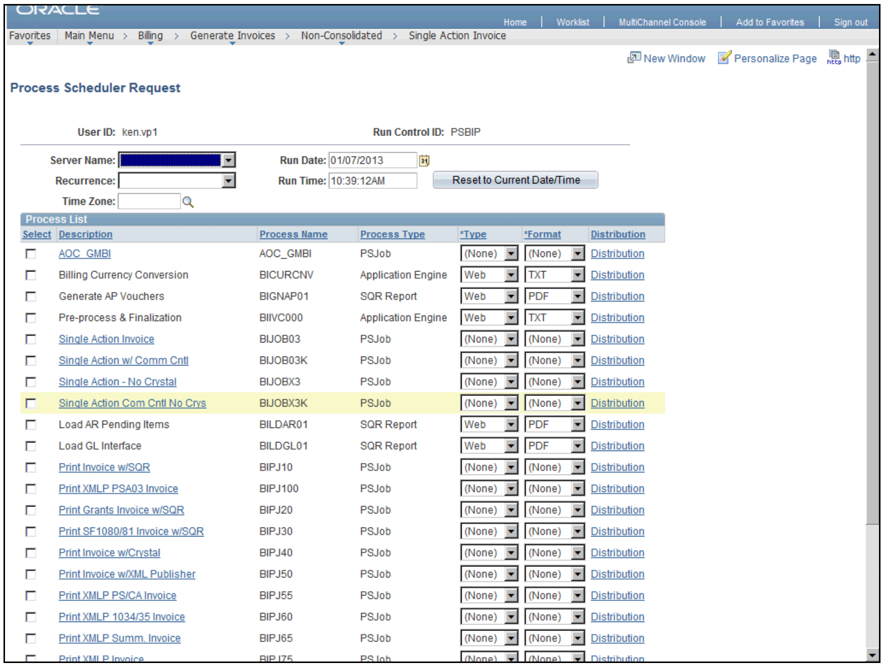
Step	Action
8.	The **Add a New Value** tab displays. Enter the desired information into the **Run Control ID** field. Enter "PS" followed by your initials. However, for this example, enter "**PSBIP**."
9.	Click the **Add** button. Add



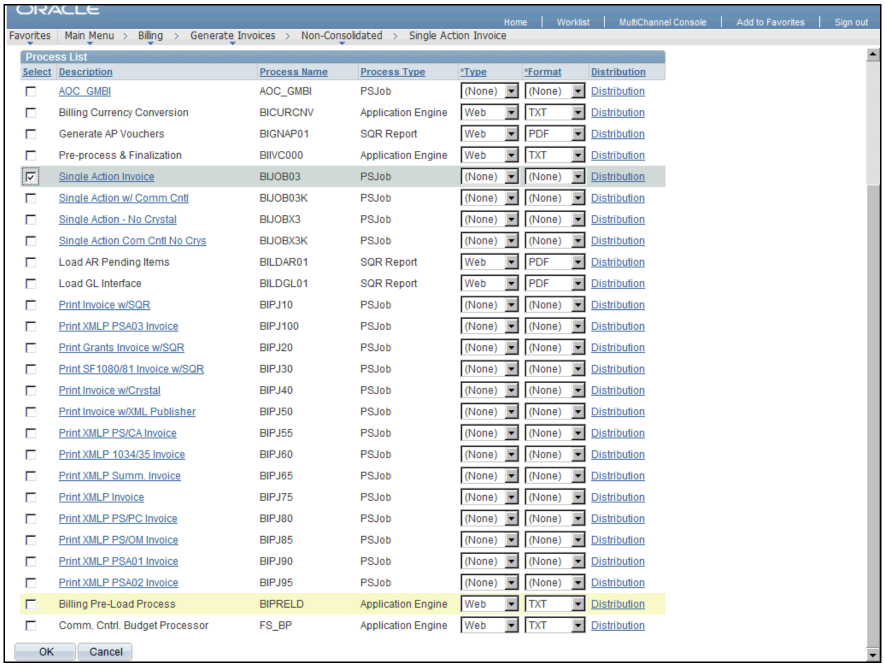
Step	Action
10.	The **Single Action Invoice** page displays. Click the **Processing Date** radio button. 
11.	Click the **Bills To Be Processed** icon. 

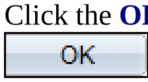


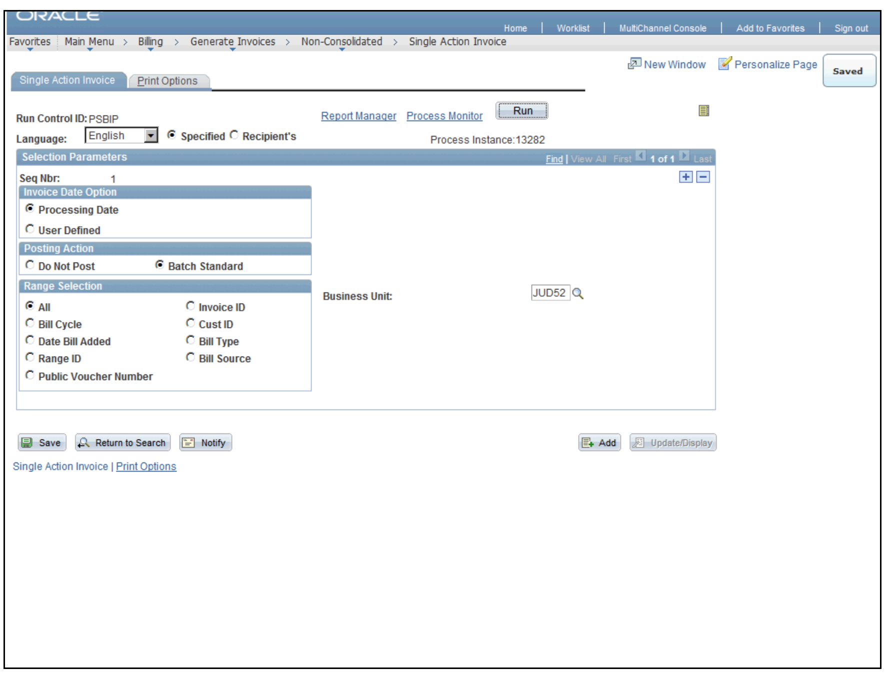
Step	Action
12.	The **Bills to be Processed** page displays. Verify the information that you previously entered. Click the **Return** button. Return
13.	Click the **Run** button. Run



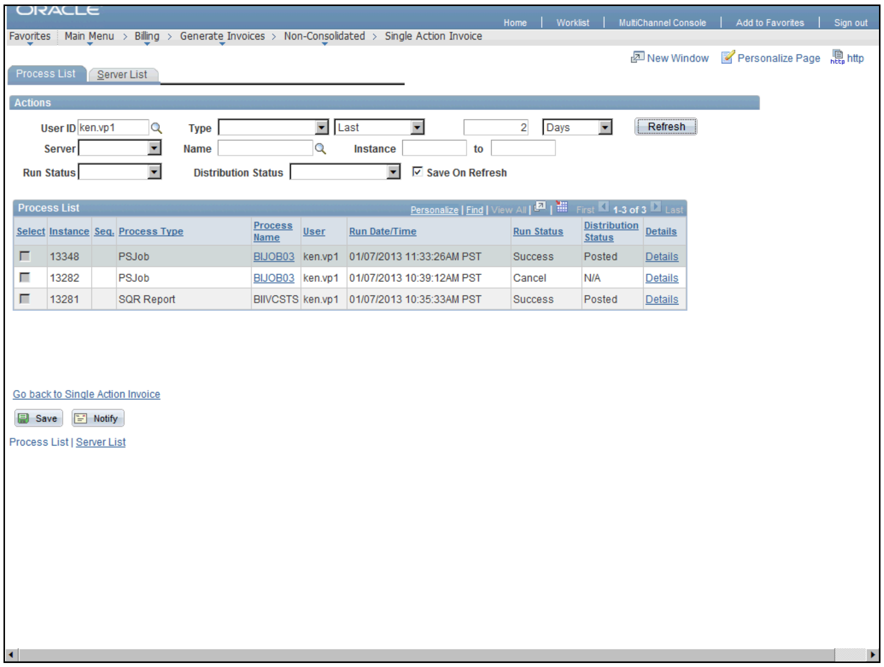
Step	Action
14.	The **Process Scheduler Request** page displays. Click the **Select** option for **Single Action Invoice**.
15.	Move the scrollbar downward.



Step	Action
16.	Click the **OK** button. 



Step	Action
17.	Click the **Process Monitor** link. Process Monitor



Step	Action
18.	The **Process List** displays. Click the **Refresh** button. Refresh
19.	Click the **Save** button once the **Run Status** is "Success" and the **Distribution Status** is "Posted". Save
20.	You have successfully completed the *Run the Single Action Invoice Process* topic. You have learned to: - execute the single action invoice process - generate report for review **End of Procedure.**

3.1.7 Running the AR Update

Upon completion of the Single Action Invoice process, the Receivable Update **(ARUPDATE)** process should be run in order for any Escrow payments to posted to the local customer's account. The **Run AR Update (ARUPDATE)** process also posts any maintenance worksheets in

Accounts Receivable. The process updates customer balances and item status and creates accounting entries for a specified Business Unit within an accounting date range.

It is important to note that when the ARUPDATE job is run, all activity set to post for a business unit will be posted, regardless of the type of activity. For example, if pending billing items and payments for a batch agency are set to post, both the pending item activity and the payment activity will be posted.

It is also important not to run multiple instances of ARUPDATE for a given business unit at the same time. This is not recommended and may result in system issues.

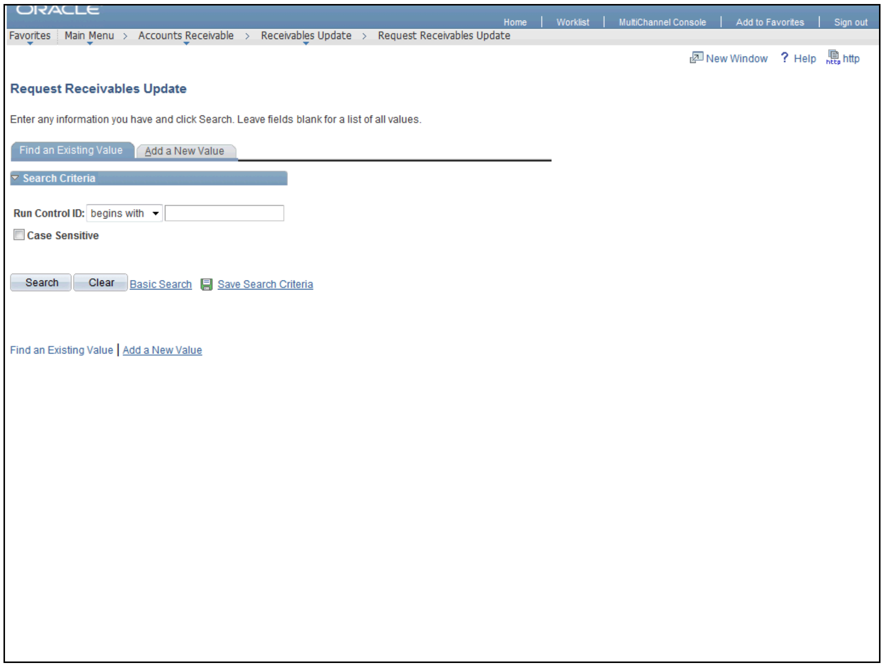
After completing this topic, you will learn how to:

- Process the Run AR Update (ARUPDATE)

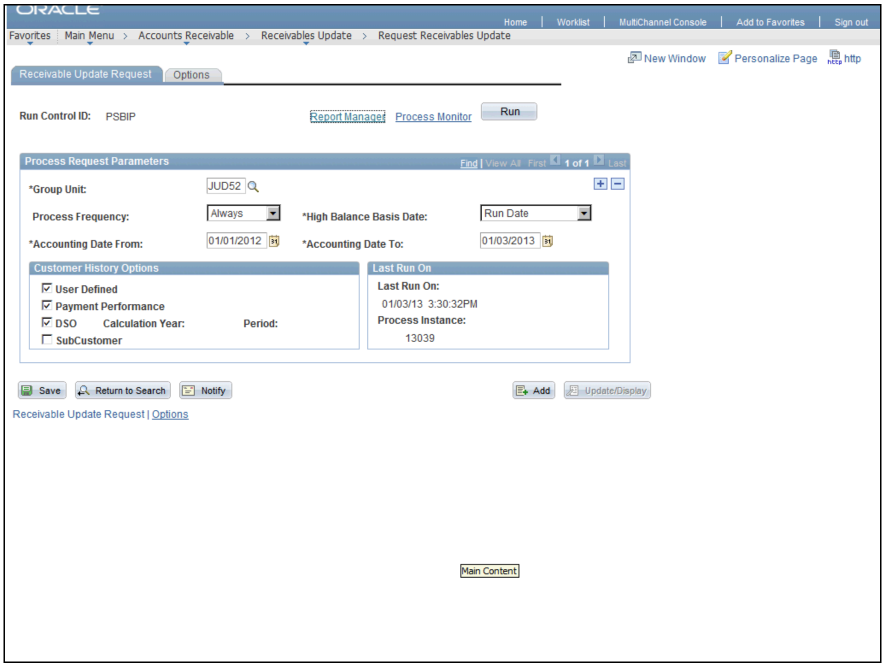
Procedure

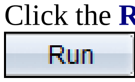
In this topic, you will execute the **AR update (ARUPDATE)**.

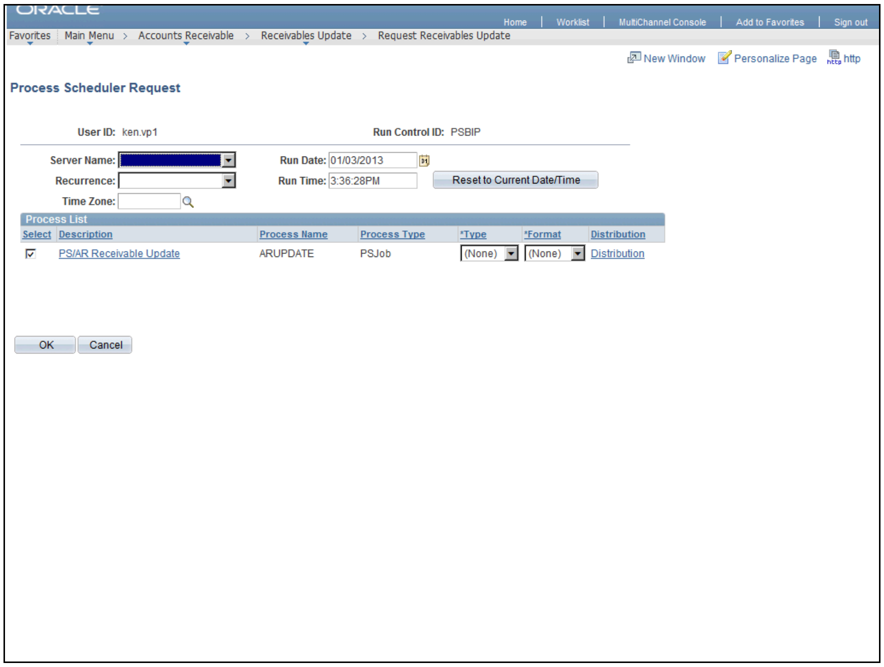
Step	Action
1.	Begin by navigating to the **Request Receivables Update** page. Click the **Main Menu** button. Main Menu
2.	Click the **Accounts Receivable** menu. Accounts Receivable
3.	Click the **Receivables Update** menu. Receivables Update
4.	Click the **Request Receivables Update** menu. Request Receivables Update

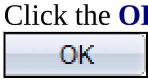
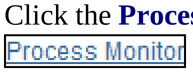


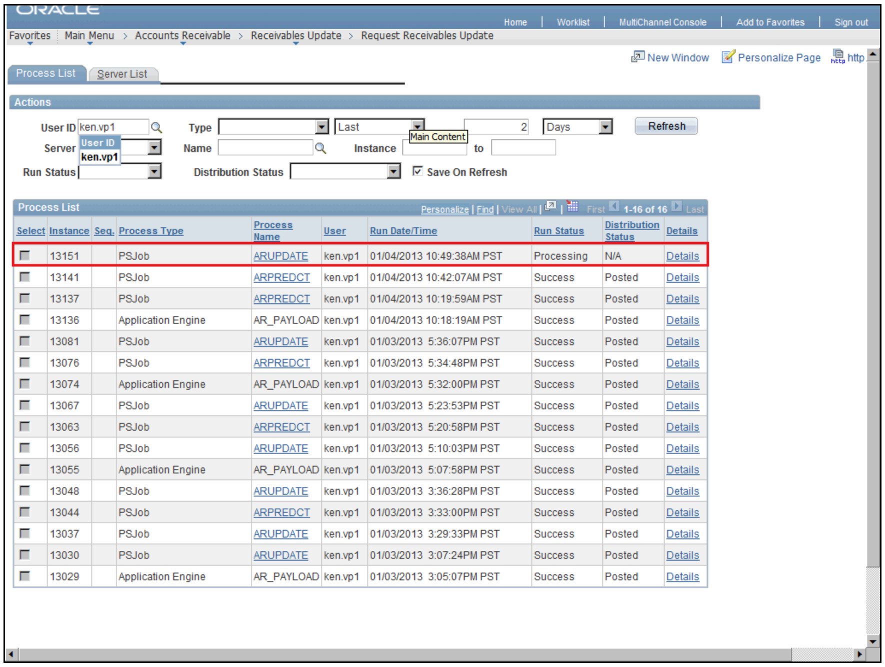
Step	Action
5.	The **Request Receivables Update** page displays. **NOTE:** If you have previously created a run control to run the AR Update process, you can search for the run control using the **Find an Existing Value** page. Create a new run control if one does not already exist. lick the **Add a New Value** tab to add a new run control. Add a New Value
6.	Enter the desired information into the **Run Control ID** field.
7.	Click the **Add** button. Add

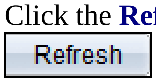


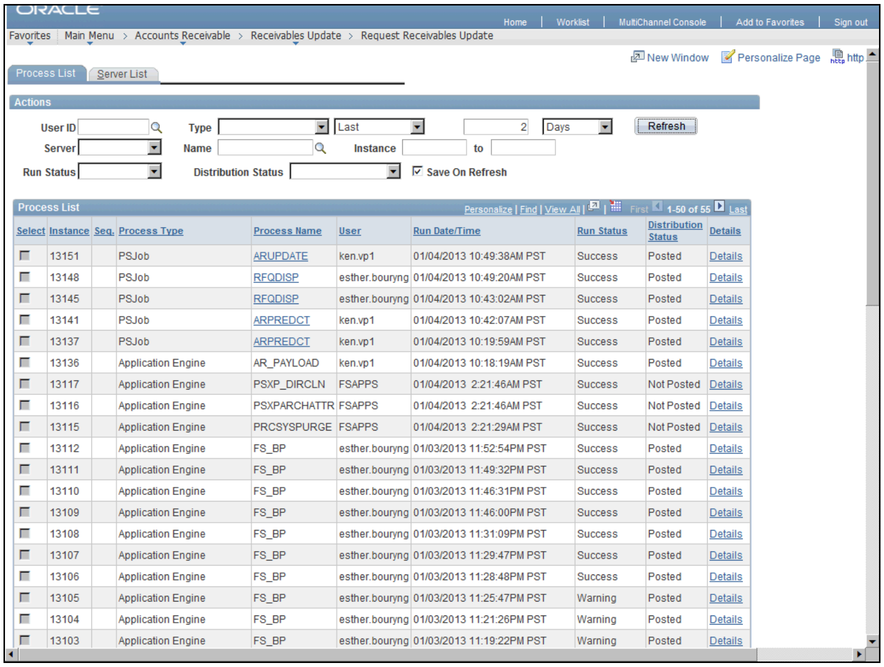
Step	Action
8.	Make sure the **Run Control** settings are consistent with the values and selections in the screenshot. Adjust the **Accounting Date From** and **Accounting Date To** values so that they include the dates of the transactions you processed. Click the **Run** button. 



Step	Action
9.	The **Process Scheduler Request** page displays. Use this page to enter and schedule your request. Click the **OK** button. 
10.	Click the **Process Monitor** link. 



Step	Action
11.	The **Process List** page displays. This example shows the ARUPDATE process **Run Status** is "Processing" and **Distribution Status** is "N/A". Click the **Refresh** button. 



Step	Action
12.	Verify that the **Accounts Receivable** process has been run and has a **Distribution Status** of "Posted".
13.	You have successfully completed the *Run AR Update* topic. You have learned to: - execute the AR Update process **End of Procedure.**

3.1.8 Verify Escrow on Escrow Tracking Page

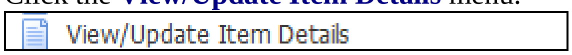
This topic will introduce how to ensure the BUS is accurately populated with escrow-related fields on the item.

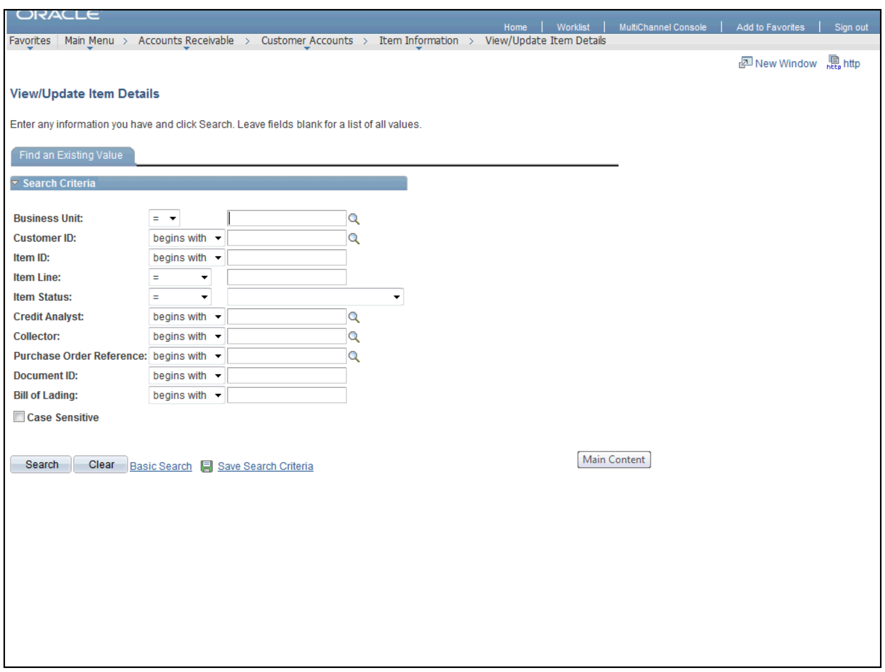
After completing this topic, you will be able to:

- Validate and update Escrow field values

Procedure

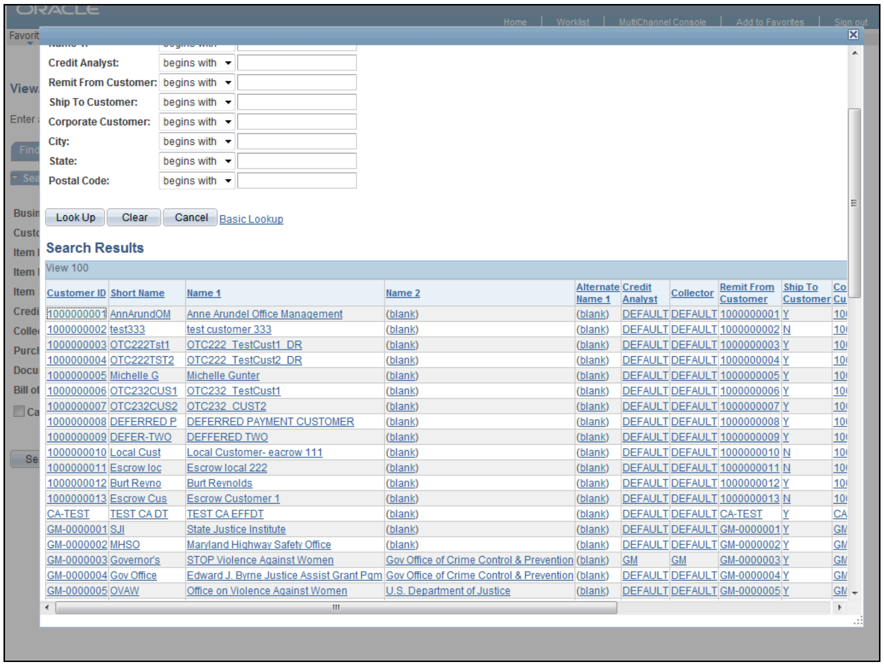
In this topic, you will verify that the BUS is accurately populated with the correct escrow-related fields.

Step	Action
1.	Begin by navigating to the **View/Update Item Details** page. Click the **Main Menu** button. 
2.	Click the **Menu not sorted. Click to sort in ascending order.** button. 
3.	Click the **Accounts Receivable** menu. 
4.	Click the **Customer Accounts** menu. 
5.	Click the **Item Information** menu. 
6.	Click the **View/Update Item Details** menu. 

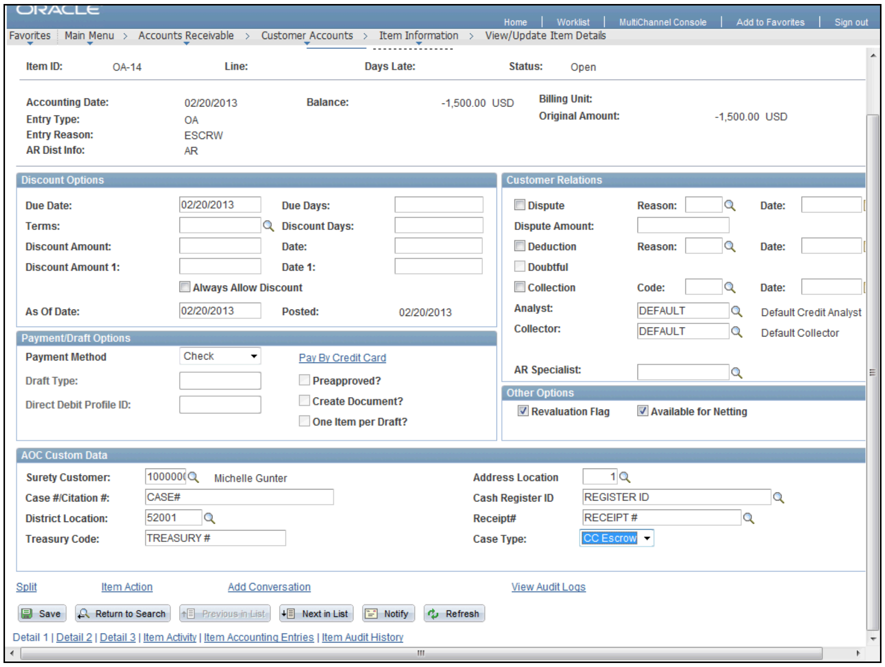


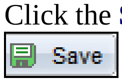
Step	Action
7.	The **View/Update Item Details** search page displays. Enter the desired information into the **Business Unit** field. Enter "**jud52**".

Step	Action
8.	Click the **Look up Customer ID** button.



Step	Action
9.	The **Look Up Customer ID** window displays. Select your local Escrow customer. Click the **Escrow local 222** link. Escrow local 222
10.	Click the **Search** button. Search
11.	Click on the applicable Item ID that you wish to view. For this topic, click the **OA-14** link. OA-14



Step	Action
12.	The **View/Update Item Details** page displays. The bottom of the screen contains a section titled "**AOC Custom Data**", which houses escrow-related data fields. Review and verify this section. Click the **Save** button. 
13.	You have successfully completed the *Verify Escrow on Escrow Tracking Page* topic. You have learned how to: - Verify escrow values in GEARS **End of Procedure.**

3.2 Processing BUS Exceptions

There may be circumstances where a transaction will not successfully load into GEARS. For example, if a new account code is setup on a register, the corresponding Charge Code was not setup in GEARS, and the mapping was not added to the BUS interface, the invoice and deposit will not be created in GEARS. In these circumstances, it is necessary to enter the invoice and payment manually in GEARS.

In this section you will use pages in the Billing and Accounts Receivables modules in GEARS to create and process manual invoice and payments.

After completing this section, you will be able to:

- Enter the Invoice
- Enter Regular Deposit and Create Payment Worksheet for Application

- Run the Payment Application Verification (Review Customer Account)

3.2.1 Entering the Invoice

The first step in Bus Exception Processing is to manually enter an invoice in GEARS. After entering the bill, you can rerun the FAR to verify revenue allocation for transactions entered online as well as those interfaced from the BUS.

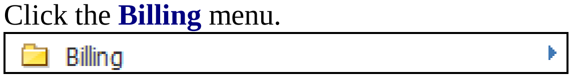
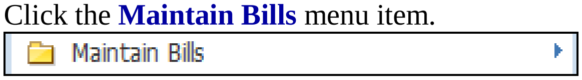
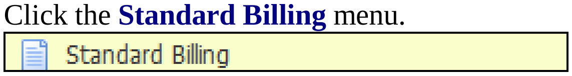
In this topic, you will use the Bill Entry pages in GEARS to manually create an invoice.

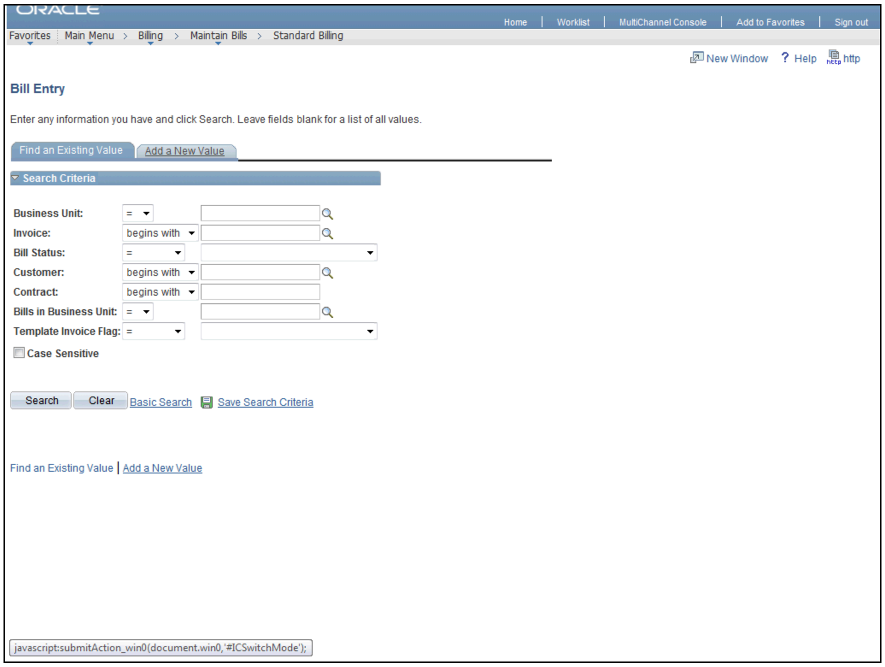
After completing this topic, you will learn how to:

- Create a manual invoice

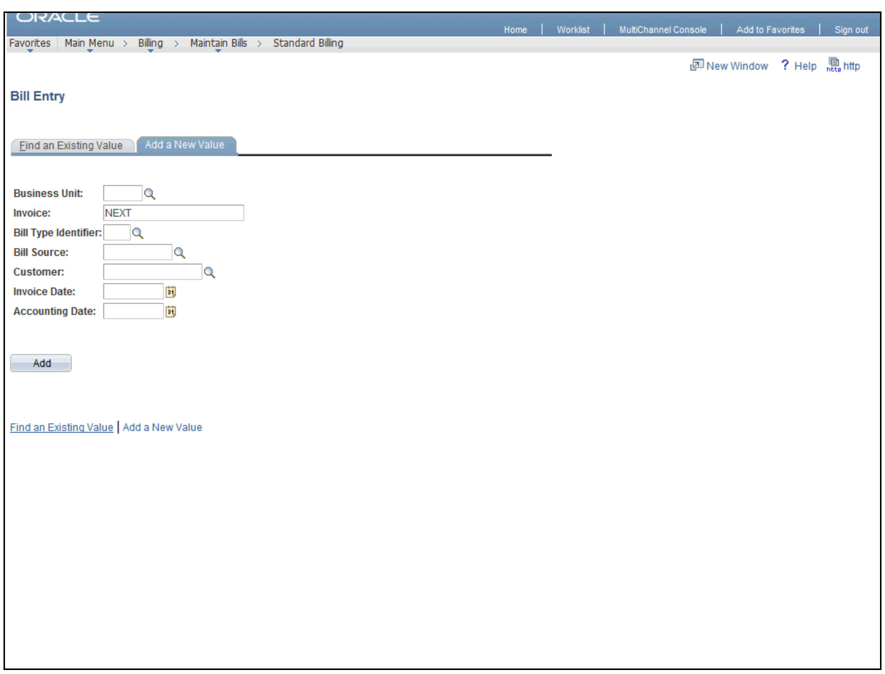
Procedure

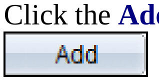
In this topic, you will use the **Bill Entry** pages in GEARS to manually create an invoice.

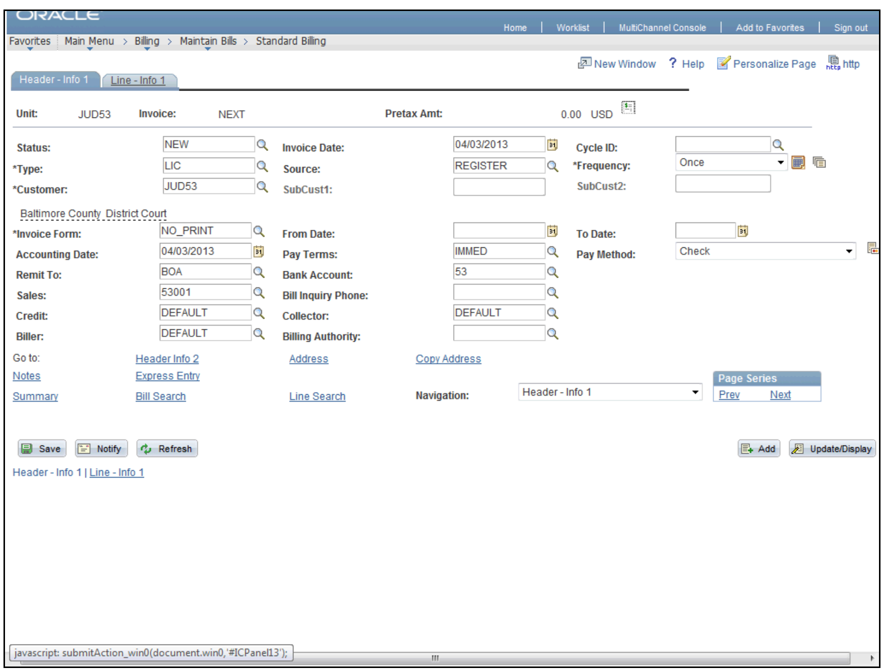
Step	Action
1.	Begin by navigating to the **Bill Entry** page. Click the **Main Menu** button. 
2.	Click the **Menu sort** button. 
3.	Click the **Billing** menu. 
4.	Click the **Maintain Bills** menu item. 
5.	Click the **Standard Billing** menu. 

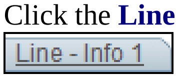


Step	Action
6.	The **Bill Entry** search page displays. Click the **Add a New Value** tab. 

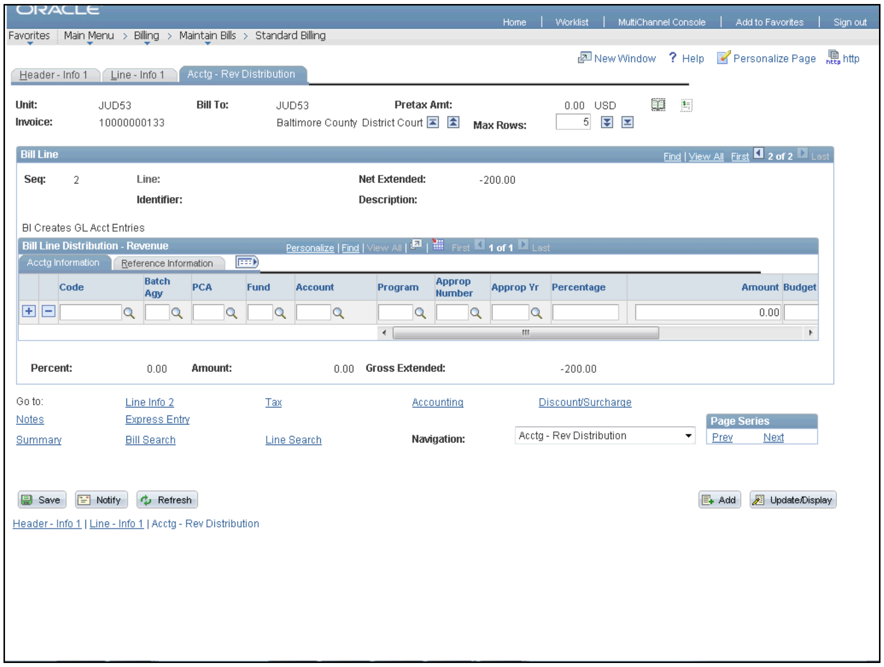


Step	Action
7.	Enter the desired information into the **Business Unit** field. For this example, enter "**JUD53**".
8.	Enter the desired information into the **Bill Type Identifier** field. For this example, enter "**LIC**".
9.	Enter the desired information into the **Bill Source** field. For this example, enter "**REGISTER**".
10.	Enter the desired information into the **Customer** field. For this example, enter "**JUD53**".
11.	Enter the desired information into the **Invoice Date** field. For this example, enter "**T**".
12.	Enter the desired information into the **Accounting Date** field. Enter "**T**".
13.	Click the **Add** button. 

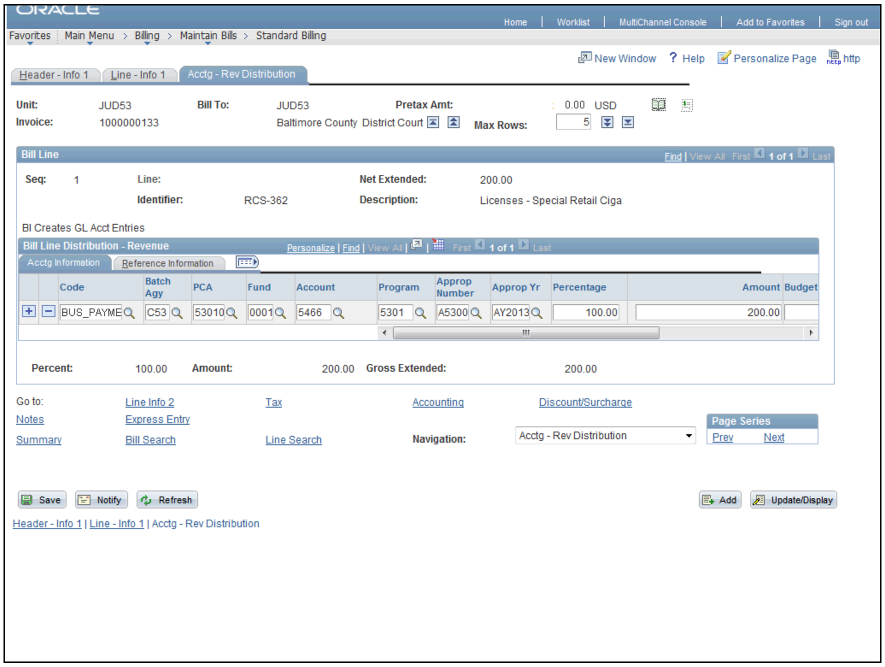


Step	Action
14.	The **Bill Entry Header - Info 1** page displays. Click the **Line - Info 1** tab. 

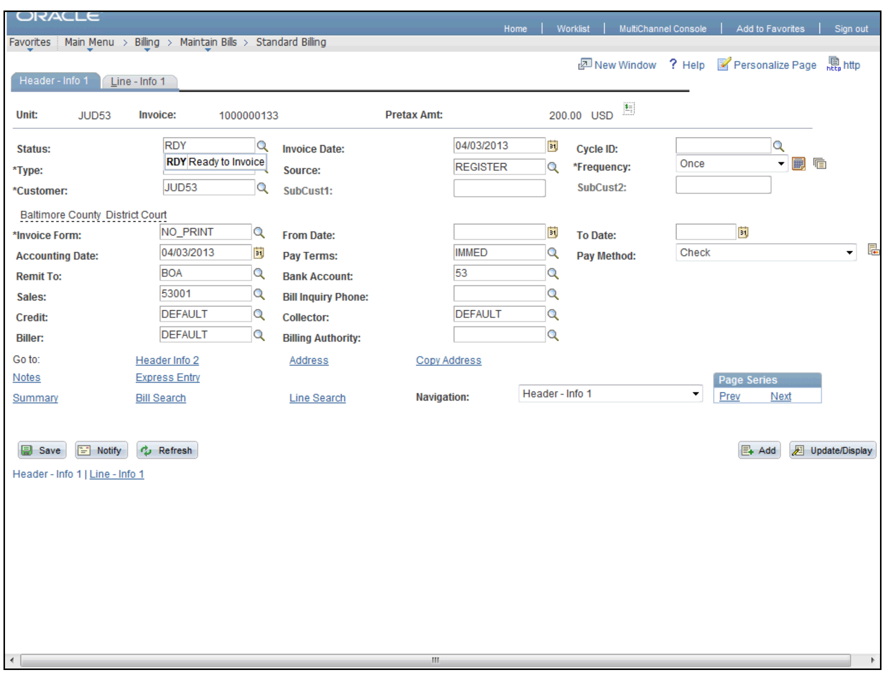
Step	Action
15.	The **Bill Entry Line - Info 1** page displays. Enter the desired information into the **Table** field. Enter "**ID**".
16.	Click the **Look up Identifier (Alt+5)** button to select a Charge Code.
17.	Click the **RCS-362** link. RCS-362
18.	Enter the desired information into the **Gross Extended** field. For this example, enter "**200**".
19.	Click the **Save** button. Save
20.	For BUS-related invoice entries, for every positive amount you enter, you must counteract it with a negative. You will now add a row to enter your negative amount. In this case, $-200. Click the **Add a new row at row 1** button.
21.	Click the **Look up Table** button.
22.	Click the **ID** link. ID
23.	Click the **Look up Line Type** button.
24.	Click the **MISC** link. MISC
25.	Enter the desired information into the **Gross Extended** field. Enter "**-200**".
26.	Enter the desired information into the **Identifier** field. Enter "**BUS_PAYMENT**".
27.	Click the **Accounting** link. Accounting



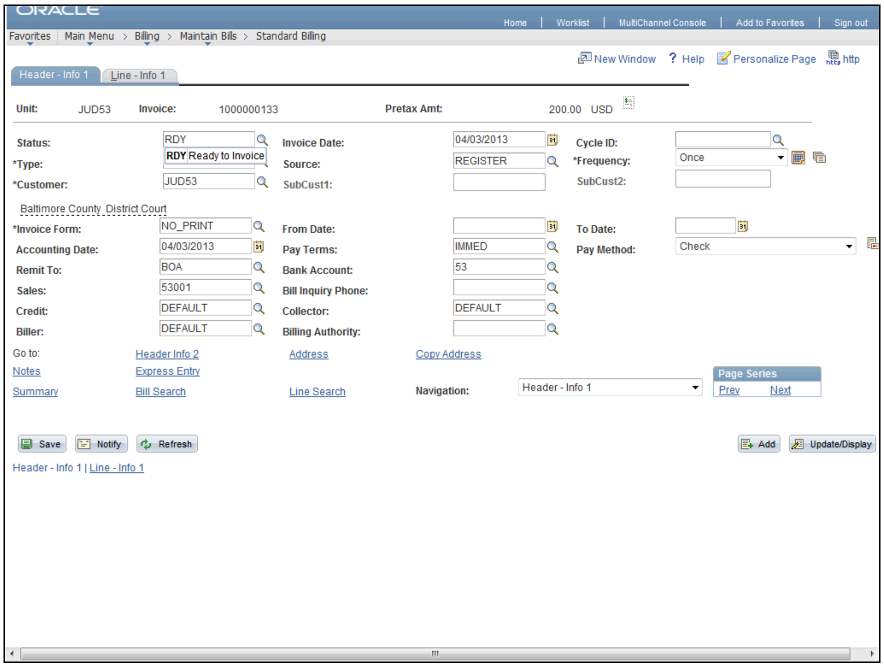
Step	Action
28.	The **Acctg - Rev Distribution** tab displays. Notice you are still viewing the second line item that you added. Entering in the code **BUS_PAYMENT** will then autofill the remaining fields on the line. **NOTE:** The Pretax Amt is currently $0.00 Enter the desired information into the **Code** field. Enter "**BUS_PAYMENT**".



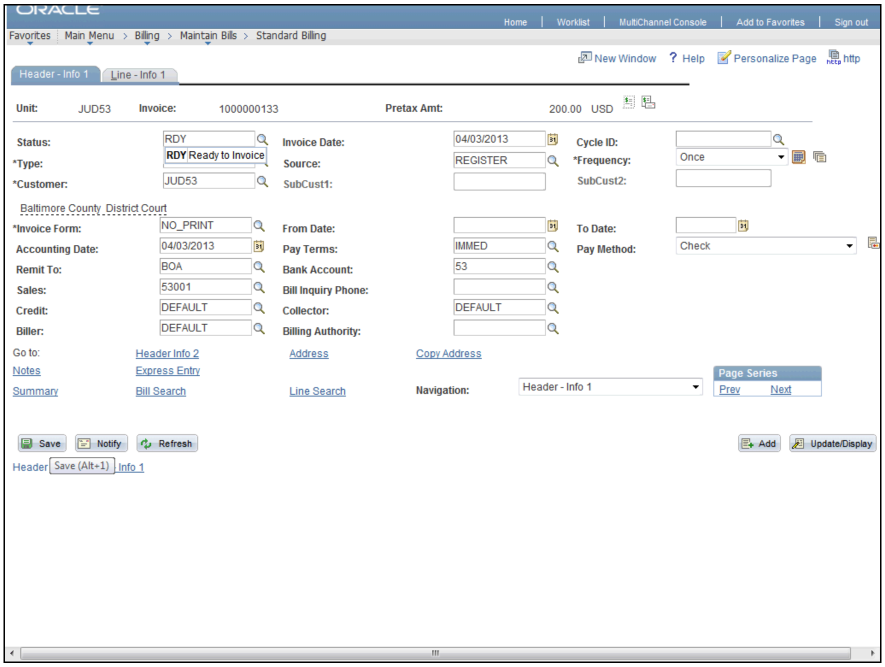
Step	Action
29.	Verify that everything was added correctly. Click the **Header - Info 1** tab. Header - Info 1



Step	Action
30.	Enter the desired information into the **Status** field. Enter "**RDY**".



Step	Action
31.	Click the **Save** button. 



Step	Action
32.	You have successfully completed the *Entering the Invoice* topic. You have learned to: - manually create an invoice in GEARS **End of Procedure.**

3.2.2 Running the Single Action Invoice Process

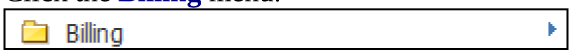
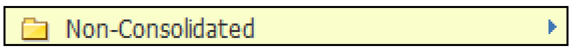
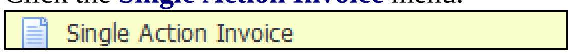
Running the Single Action Invoice job includes several processes. The bills must have a status of "RDY" (Ready to Invoice) before this process is run. The first process, **Finalization**, creates the invoice and PDF file for printing, should you choose to print. The next will create the accounting lines for the Revenue distribution.

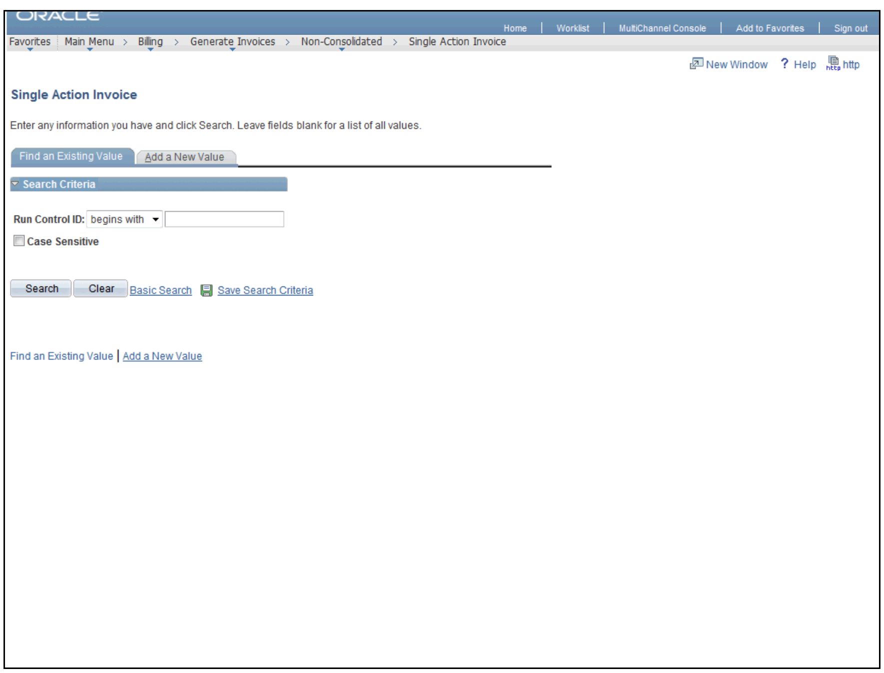
After completing this topic, you will be familiar with how the:

- Bill status is changed from 'RDY' (ready) to 'INV' (invoiced).
- The Change Status of Bills report is generated in the Finalize and Print process for review.
- The "Load GL Accounting Entries" reports are available for review in the process monitor.

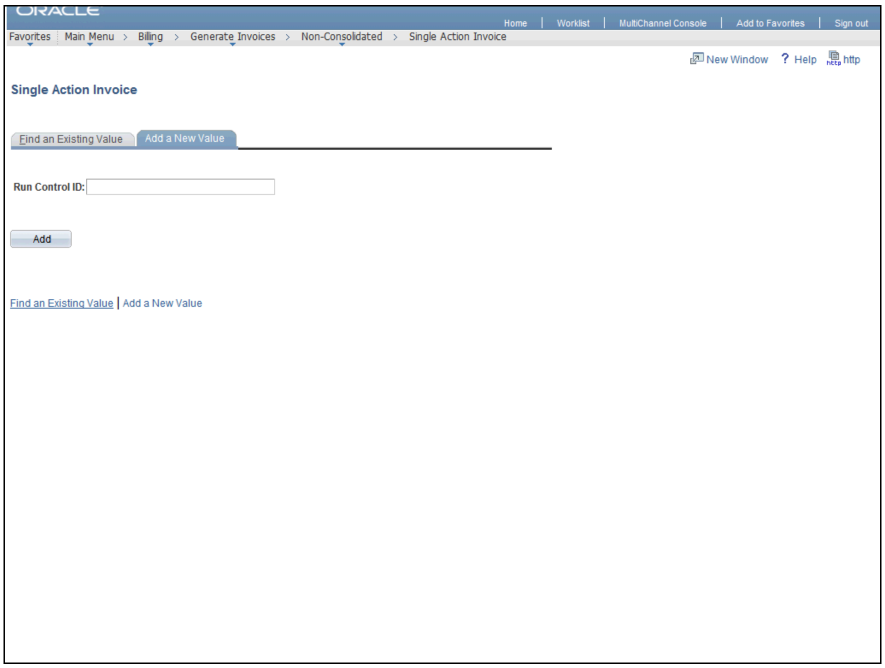
Procedure

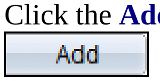
In this topic, you will learn how to execute single action invoice process and review through a report.

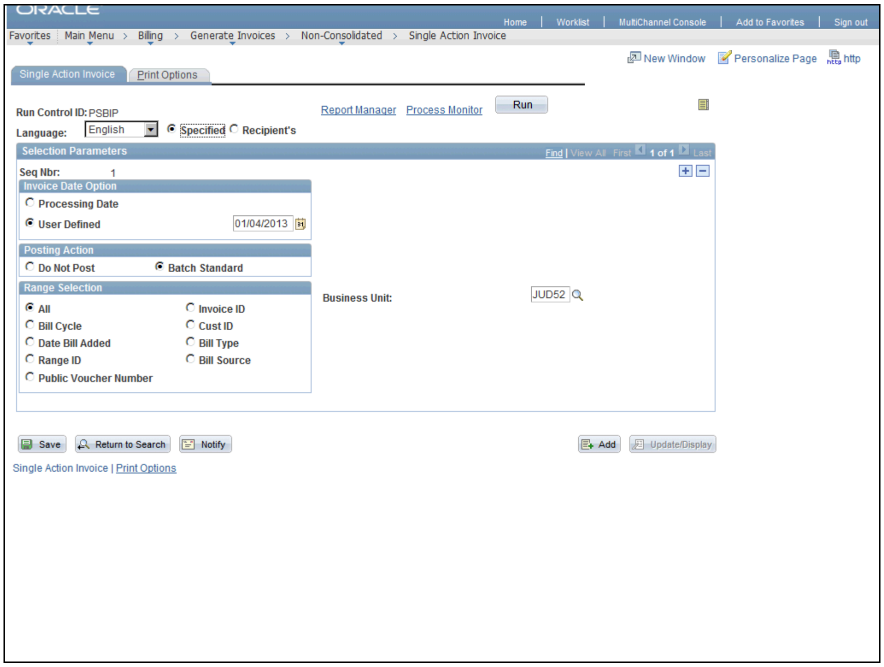
Step	Action
1.	Begin by navigating to the **Single Action Invoice** page. Click the **Main Menu** button. 
2.	Click the **Menu sort** button. 
3.	Click the **Billing** menu. 
4.	Click the **Generate Invoices** menu. 
5.	Click the **Non-Consolidated** menu. 
6.	Click the **Single Action Invoice** menu. 



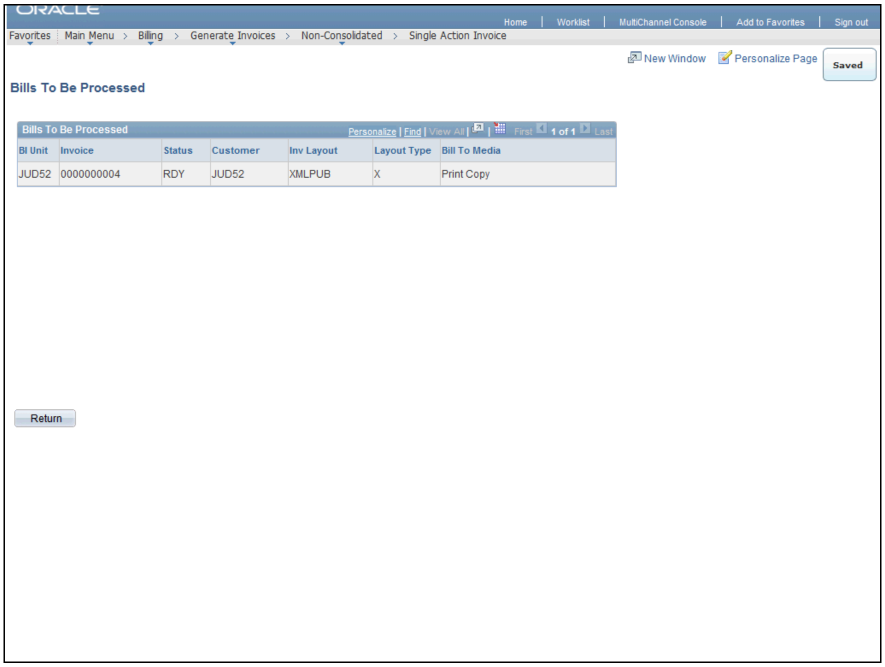
Step	Action
7.	The **Single Action Invoice** search page displays. Click the **Add a New Value** tab if there isn't an existing value available. 



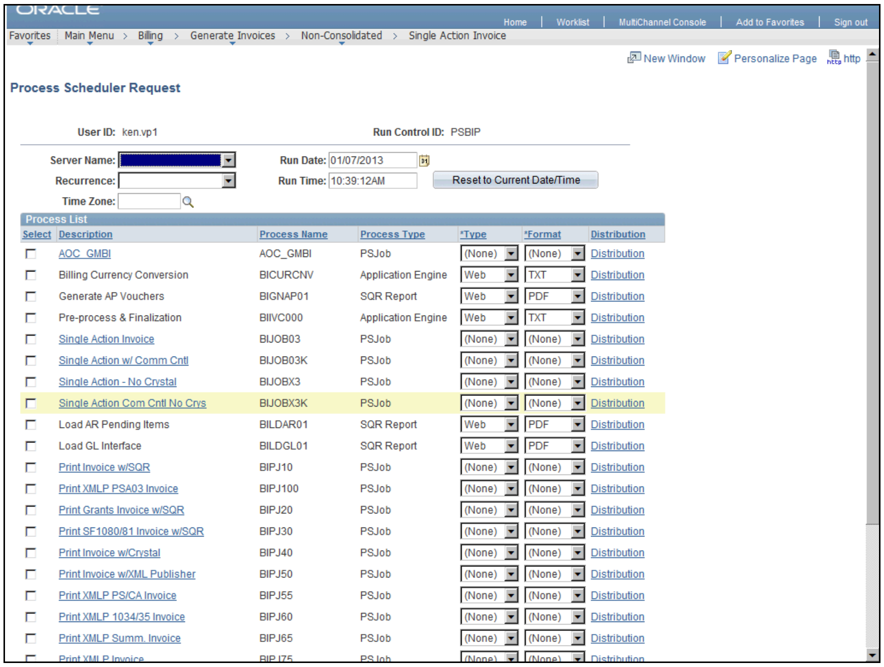
Step	Action
8.	The Add a New Value tab displays. Enter the desired information into the **Run Control ID** field. Enter "PS" followed by your initials. However, for this example, enter "**PSBIP**."
9.	Click the **Add** button. 



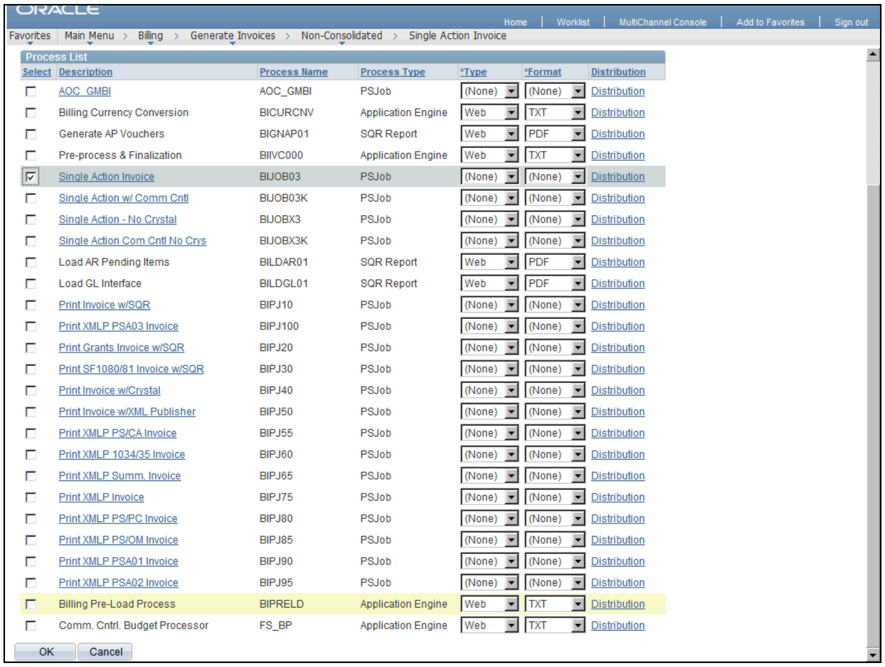
Step	Action
10.	The **Single Action Invoice** page displays. Click the **Processing Date** radio button. Processing Date
11.	Click the **Bills To Be Processed** icon. 

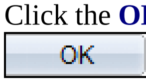


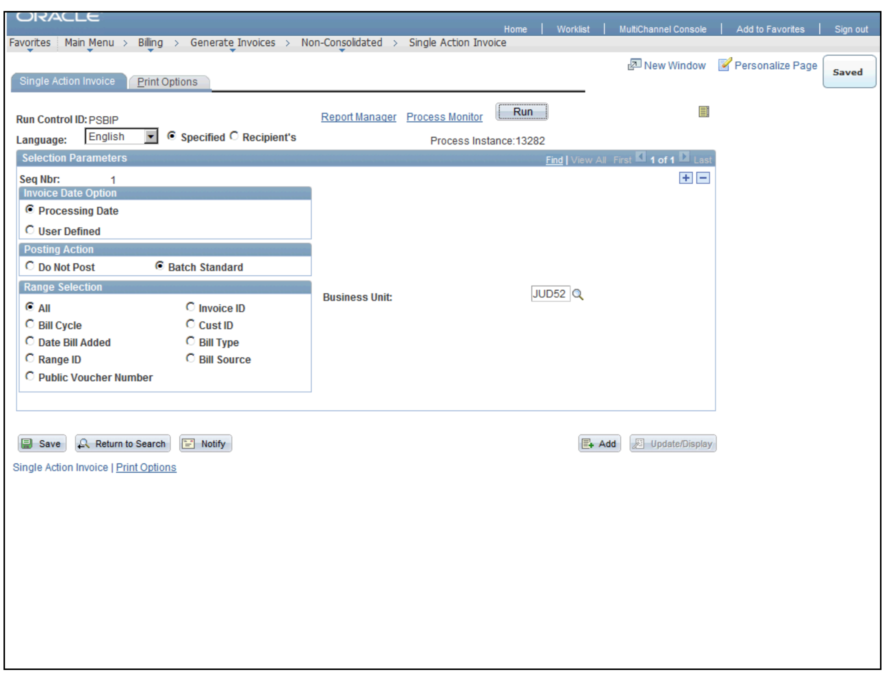
Step	Action
12.	The **Bills To Be Processed** page displays. Verify that the information on the line(s) is correct. Click the **Return** button. Return
13.	Click the **Run** button. Run



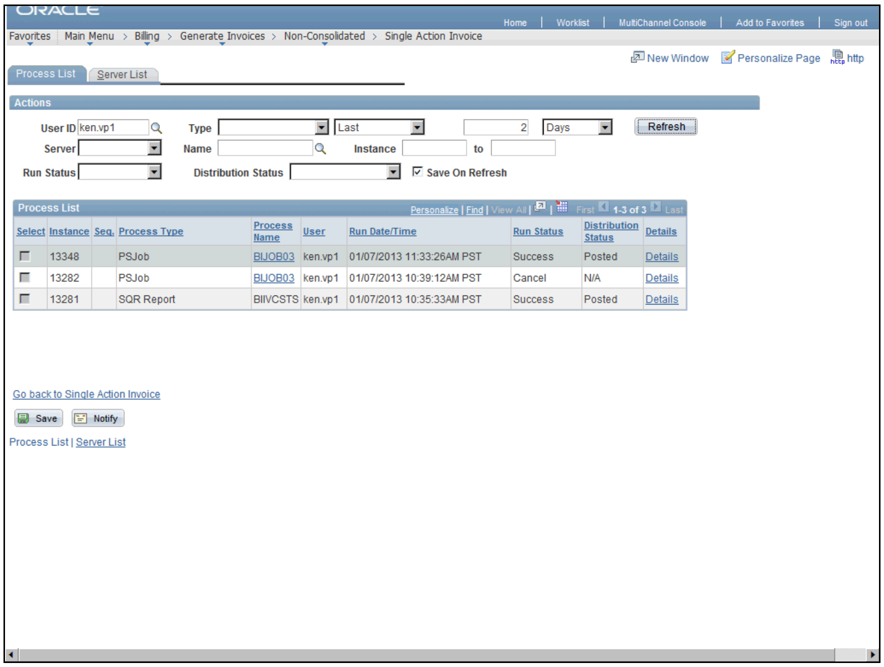
Step	Action
14.	The **Process Scheduler Request** page displays. Click the **Select** option for **Single Action Invoice**. 
15.	Move the scrollbar downward.



Step	Action
16.	Click the **OK** button. 



Step	Action
17.	Click the **Process Monitor** link. Process Monitor



Step	Action
18.	The **Process List** displays. Click the **Refresh** button. Refresh
19.	Click the **Save** button once the **Run Status** is "Success" and the **Distribution Status** is "Posted". Save
20.	You have successfully completed the *Run the Single Action Invoice Process* topic. You have learned to: - execute the single action invoice process - generate report for review **End of Procedure.**

Lesson 4: Processing Escrow Transactions

Lesson Overview
This lesson covers process online escrow payments and the end-to-end process of returning escrow.

Lesson Objectives
After completing this lesson you will be familiar with:

- Create Escrow and Surety Customer
- Create Regular Deposit with Regular Deposit Payments
- Create Payment Workshop
- Set Payment to post
- Run AR Update
- Review Posted Escrow payment

- Create an AP Vendor and Link to Local Customer
- Create Return of Escrow Transaction
- Run AR Update
- Load to AP

4.1 Online Escrow Payments (Standalone Register Locations)

Online Escrow Payments (Standalone Register Locations)
This section details the process for recording escrow deposits online for transactions that were not aggregated through the BUS. The payment is recorded in Accounts Receivable as a Regular Deposit. Then a Payment Worksheet is created to apply it. DBF runs the Journal Generator process to post the payment in General Ledger.

After completing this section, you will be able to:

- Create Escrow and Surety Customer
- Create Regular Deposit with Regular Deposit Payments
- Create Payment Workshop
- Set Payment to post
- Run AR Update
- Review Posted Escrow payment

4.1.1 Creating an Escrow and Surety Customer

This topic details the process of creating a Local Customer (Defendant) and a Surety Customer. The process is similar for both.

In this topic, you will use the **Customer General Information** pages in GEARS to create a new customer, if one does not already exist.

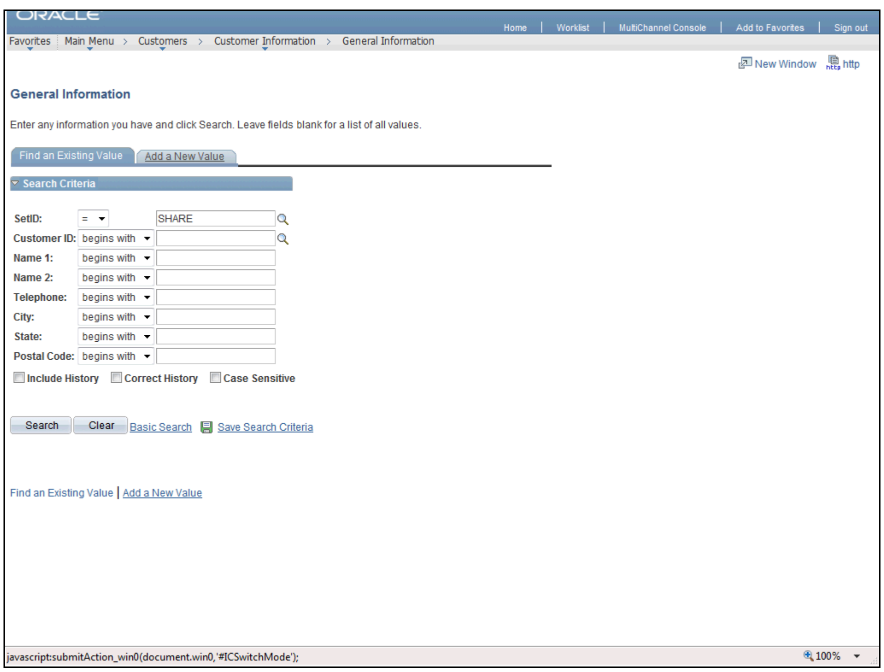
After completing this topic, you will learn how to:

- Create a new Surety and/or Escrow customer

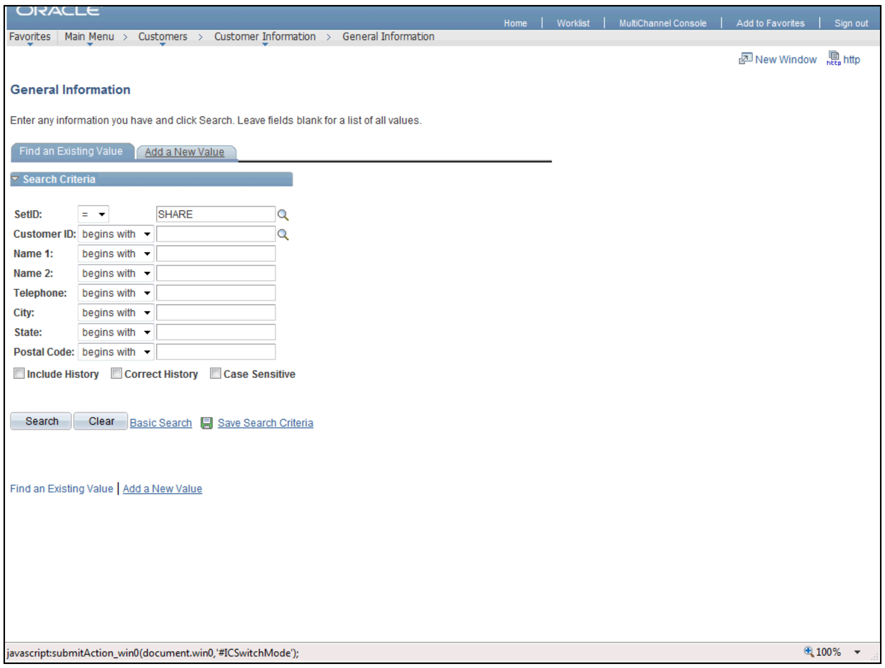
Procedure

In this topic, you will use the **Customer Information - General Information** pages in GEARS to manually create a customer and customer ID.

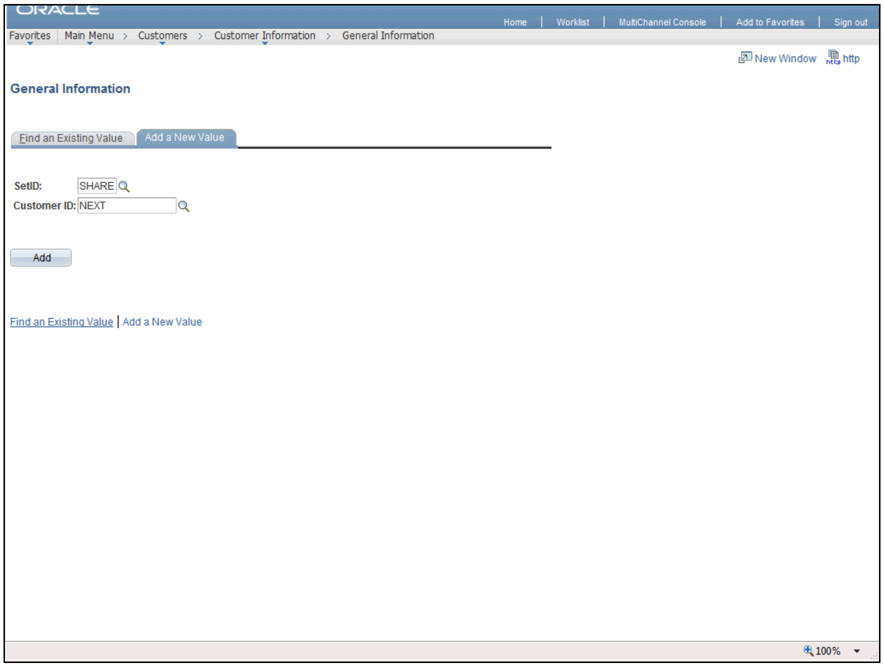
Step	Action
1.	Begin by navigating to the **Customer Information - General Information** page. Click the **Customers** link. ▷ Customers
2.	Click the **Customer Information** link. Customer Information
3.	Click the **General Information** link. General Information

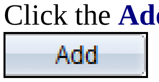


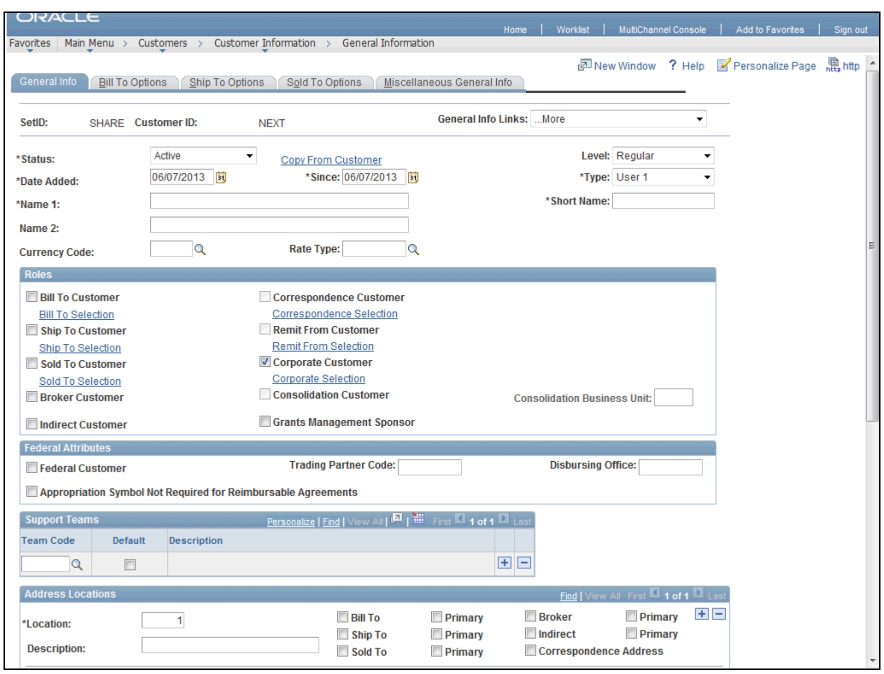
Step	Action
4.	The **Customer Information - General Information** search page displays. Before you create a new customer, you can check to see if the customer already exists in the system. Under the Find an Existing Value tab, select "contains" under the Name 1 dropdown field. Enter a portion of the customer's name in the field, then click the **Search** button.



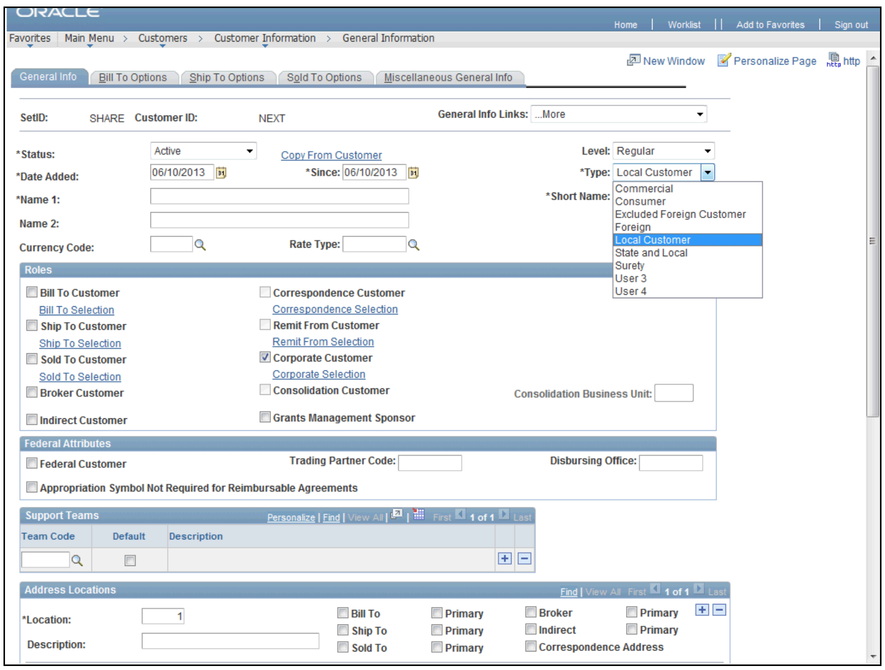
Step	Action
5.	If the customer doesn't exist, click the **Add a New Value** tab. 



Step	Action
6.	The **General Information - Add New Value** search page displays. Click the **Add** button. 

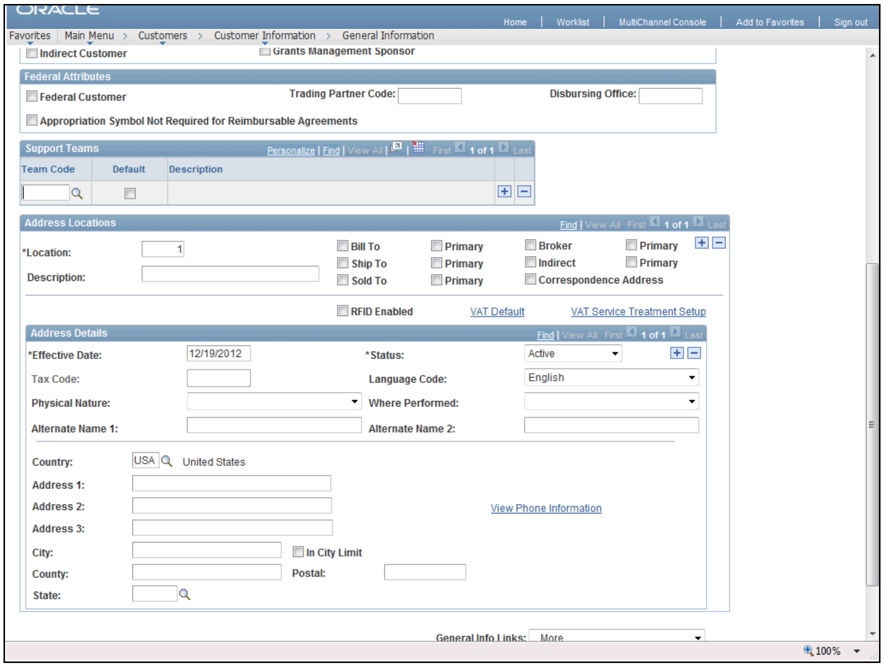


Step	Action
7.	The **Customer Information - General Information** page displays. Enter the desired information into the **Name 1** field. Enter "**Anne Arundel Office Management**".
8.	Click the **Type** list. Local Customer



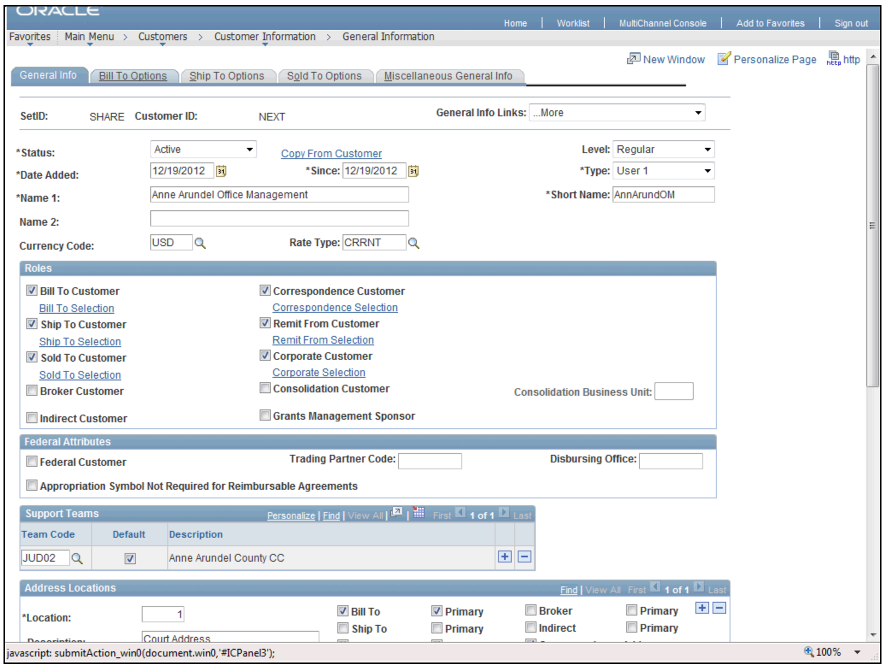
Step	Action
9.	Depending on the type of customer you wish to create, you can select either the **Surety** list item to create a Surety customer or select **Local Customer** to create an Escrow customer.
10.	For this example, we can create a Surety Customer. Click the **Surety** list item. Surety
11.	Enter the desired information into the **Currency Code** field. Enter "**USD**".
12.	Enter the desired information into the **Rate Type** field. Enter "**CRRNT**".
13.	Click the **Bill To Customer** option. Bill To Customer
14.	Click the **Sold To Customer** option. Sold To Customer

Step	Action
15.	Move the scrollbar downwards.

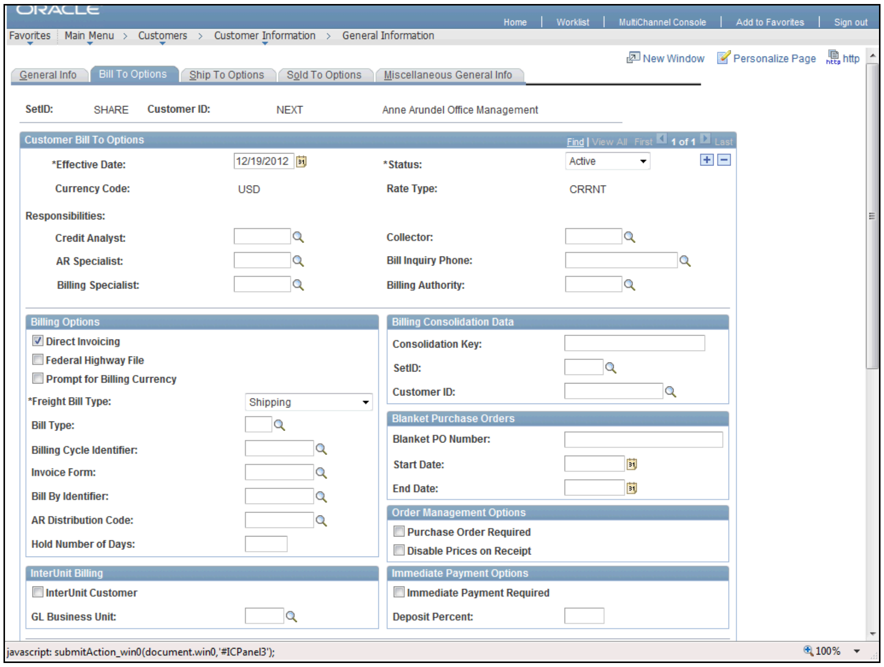


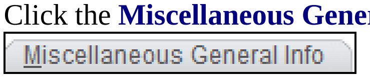
Step	Action
16.	Enter the desired information into the **Team Code** field. Enter "**SALES**".
17.	Click the **Default** option.
18.	Click the **Bill To** option in the **Address Locations** section. Bill To
19.	Click the **Sold To** option. Sold To
20.	Click the **Primary** option. Primary
21.	Click the **Primary** option. Primary
22.	Click the **Correspondence Address** option. Correspondence Address
23.	Enter "**customer address on file**" into the **Address Locations Description** field.
24.	Enter the customer's address in the **Address 1** field, such as "**210 Holiday Court**."

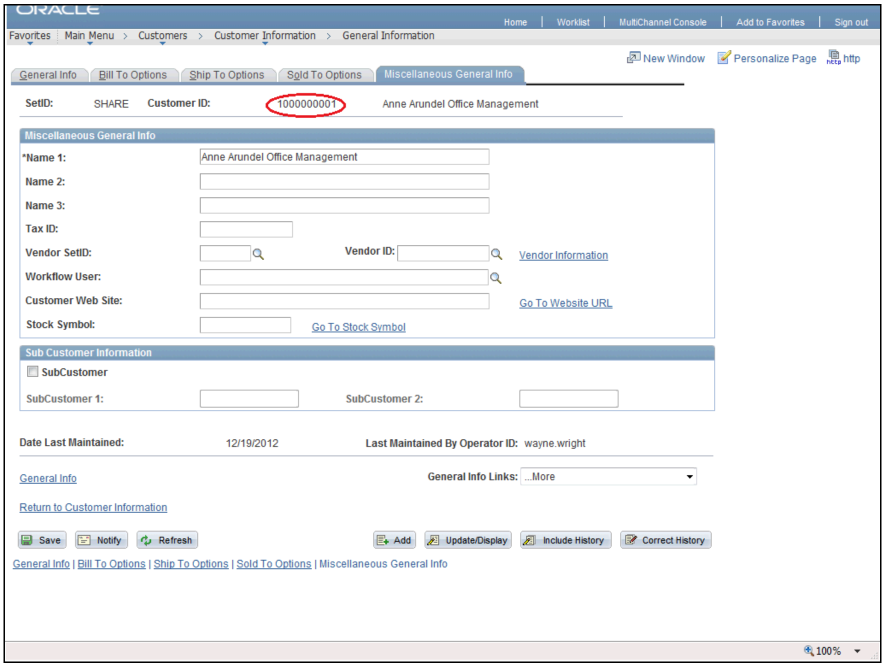
Step	Action
25.	Enter the desired information into the **City** field. Enter "**Annapolis**".
26.	Enter the desired information into the **State** field. Enter "**MD**".
27.	Enter the desired information into the **Postal** field. Enter "**21401**".
28.	Move the scrollbar upwards.



Step	Action
29.	Click the **Bill To Options** tab. 



Step	Action
30.	The **Bill To Options** page displays. Enter the desired information into the **Credit Analyst** field. Enter "**DEFAULT**".
31.	Enter the desired information into the **Collector** field. Enter "**DEFAULT**".
32.	Click the **Miscellaneous General Info** tab. 



Step	Action
33.	The **Miscellaneous General Info** page displays. Review the Miscellaneous General Information page. Note that there is now an ID associated with the Customer that you created.
34.	You have successfully completed the *Creating an Escrow and Surety Customer* topic. You have learned to: - manually create an Escrow or Surety customer **End of Procedure.**

4.1.2 Creating a Regular Deposit with Regular Payment

This topic details the process for creating a Regular Deposit to record an escrow payment.

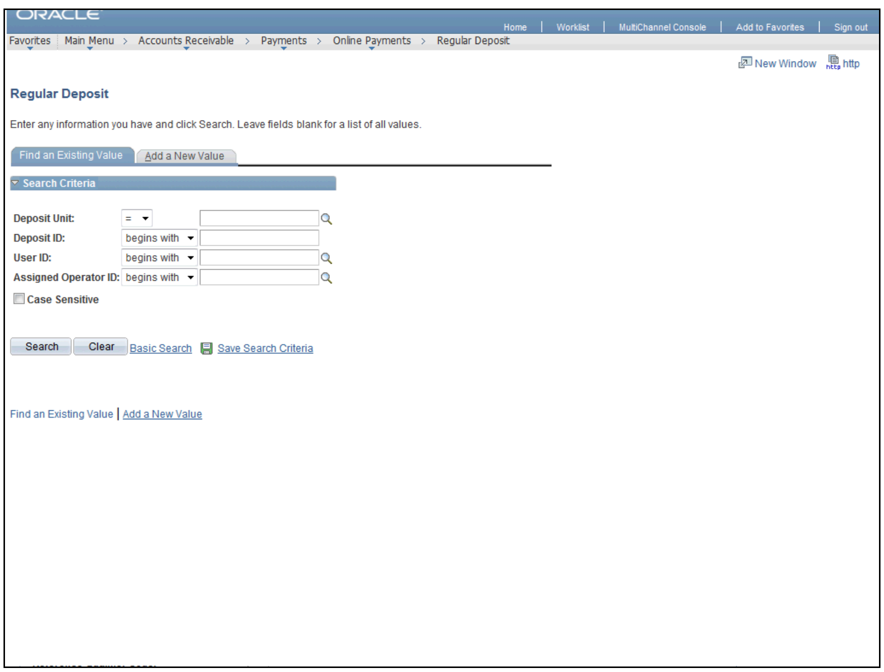
After completing this topic, you will be able to:

- create a Regular Deposit with a Deposit ID generated.

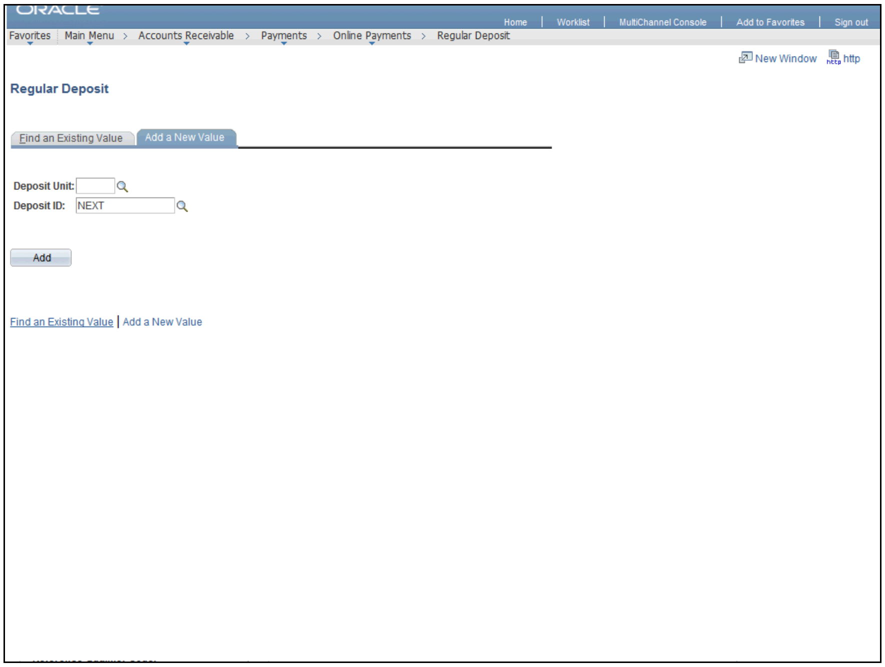
Procedure

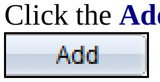
In this topic, you will learn to create a regular deposit payment.

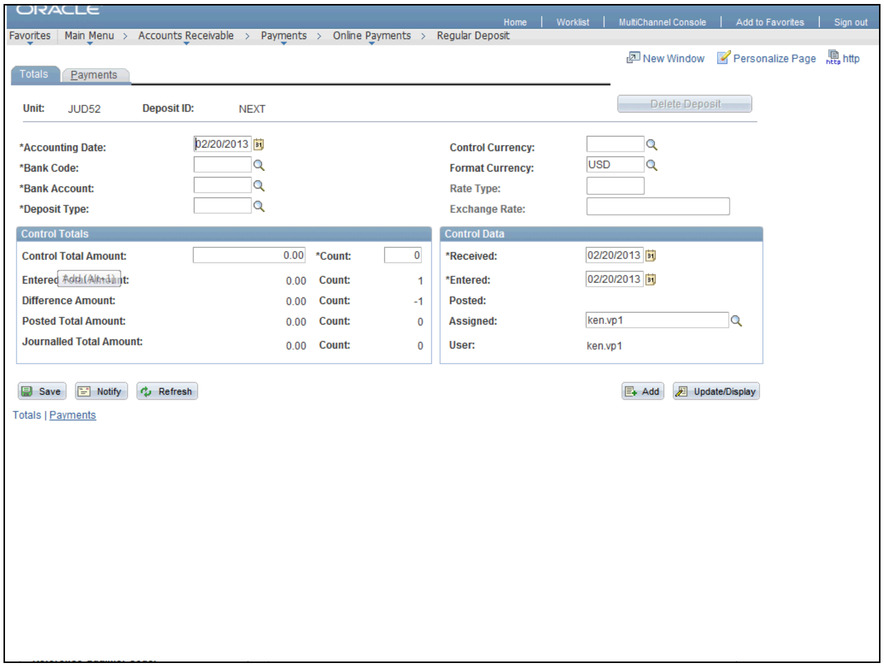
Step	Action
1.	Begin by navigating to the **Regular Deposit** page. Click the **Main Menu** button. Main Menu
2.	Click the **Menu sort** button.
3.	Click the **Accounts Receivable** menu. Accounts Receivable
4.	Click the **Payments** menu. Payments
5.	Click the **Online Payments** menu. Online Payments
6.	Click the **Regular Deposit** menu. Regular Deposit

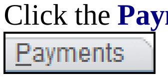


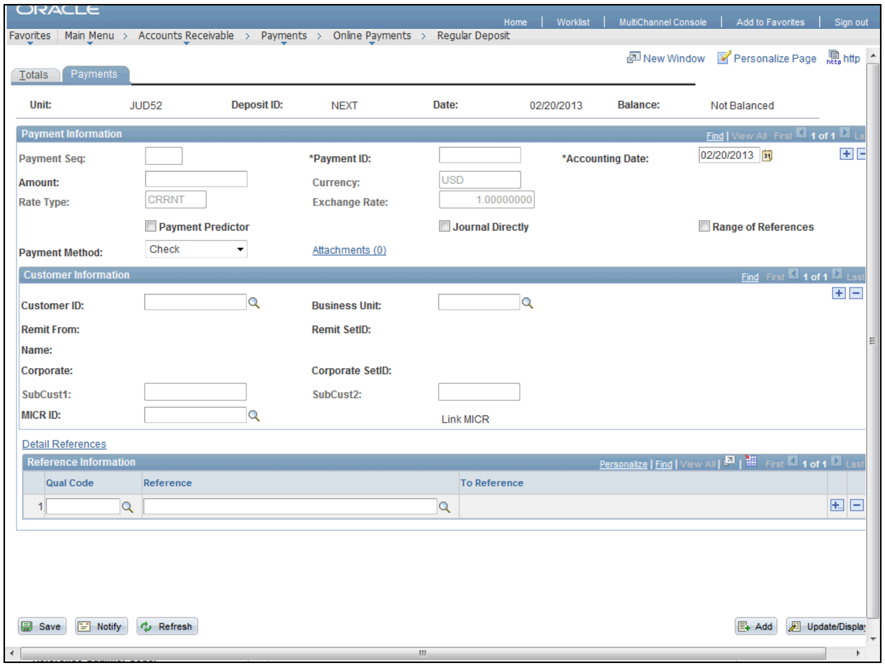
Step	Action
7.	The **Regular Deposit** search page displays. Click the **Add a New Value** tab. Add a New Value

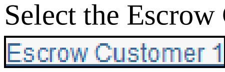
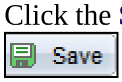


Step	Action
8.	The **Add a New Value** tab displays. Enter your Business Unit in the **Business Unit** field. For this example, enter "**JUD52**."
9.	Click the **Add** button. 



Step	Action
10.	The **Regular Deposit - Totals** page displays. Select your escrow bank in the **Bank Code** field. For this example, enter "**BOA**".
11.	Select your escrow bank account in the **Bank Account** field, which are setup to end with an "e." For this example, enter "**TEST**."
12.	The **Deposit Type** field should automatically populate when a bank is selected. Verify that it reads **Cash/Check**. If not, enter "**C**".
13.	Enter "**USD**" in the **Control Currency** field.
14.	Enter the amount of the escrow deposit in the **Control Total Amount** field. For this example, enter "**1500**."
15.	Enter "**1**" in the **Count** field.
16.	Click the **Payments** tab.  Payments



Step	Action
17.	The **Payment** tab displays. Enter the check number in the **Payment ID** field. For this example, enter "**123456**."
18.	Enter the amount of the escrow deposit in the **Amount** field. For this example, enter "**1500**".
19.	Click the **Save** button. 
20.	Once saved, notice the **Deposit ID** that was generated. WRITE DOWN your **Deposit ID**. Click the **Look up Customer ID** button. 
21.	Select the Escrow Customer created. For this example, click **Escrow Customer 1**. 
22.	Click the **Save** button. 
23.	You have successfully completed the *Create Regular Deposit with Regular Payment* topic. You have learned to: - create a regular deposit payment **End of Procedure.**

4.1.3 Creating the Payment Worksheet (Including Payment Application)

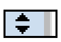
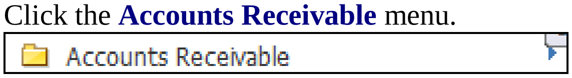
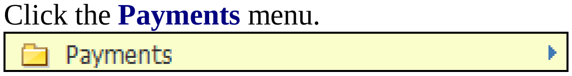
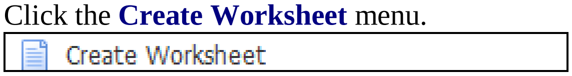
The deposit is placed "on account" for the customer in the Payment Worksheet. Data elements such as Case / Citation #, Receipt #, and Treasury Code # are entered in this component.

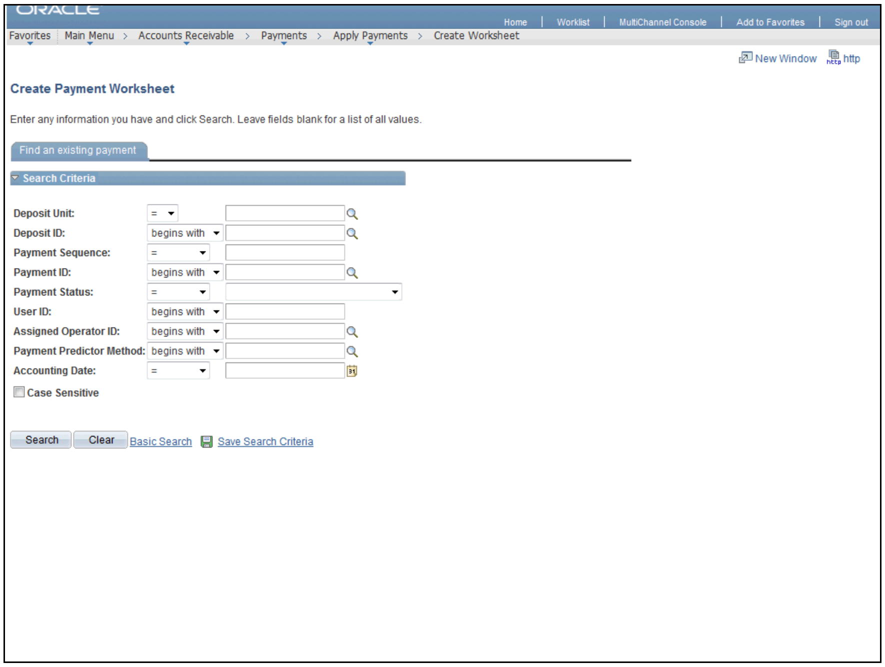
After completing this topic, you will be able to:

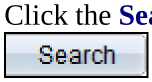
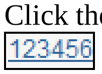
- successfully save a payment Worksheet for the deposit recorded in the previous topic.

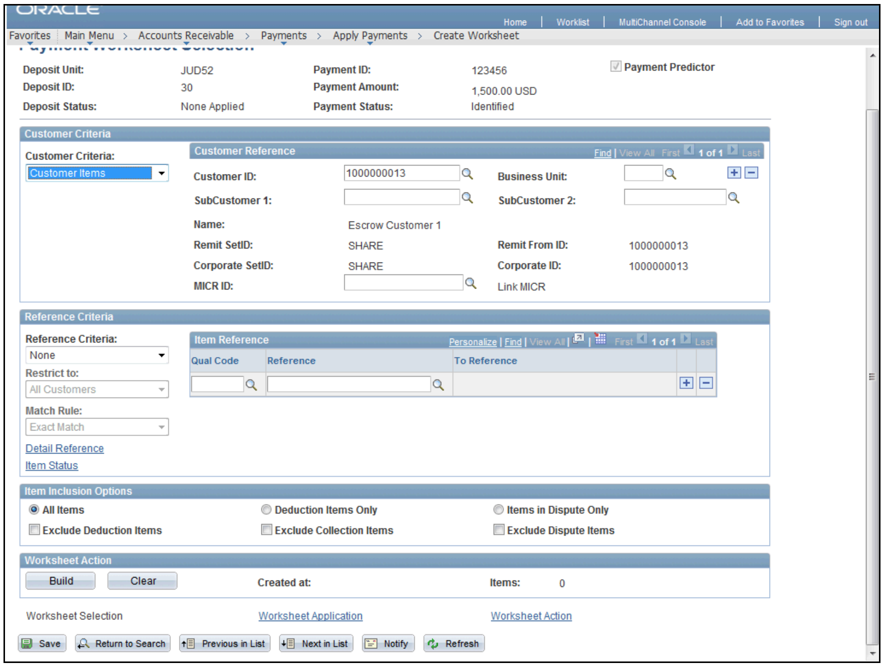
Procedure

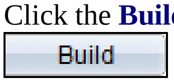
In this topic, you will learn to create a payment worksheet.

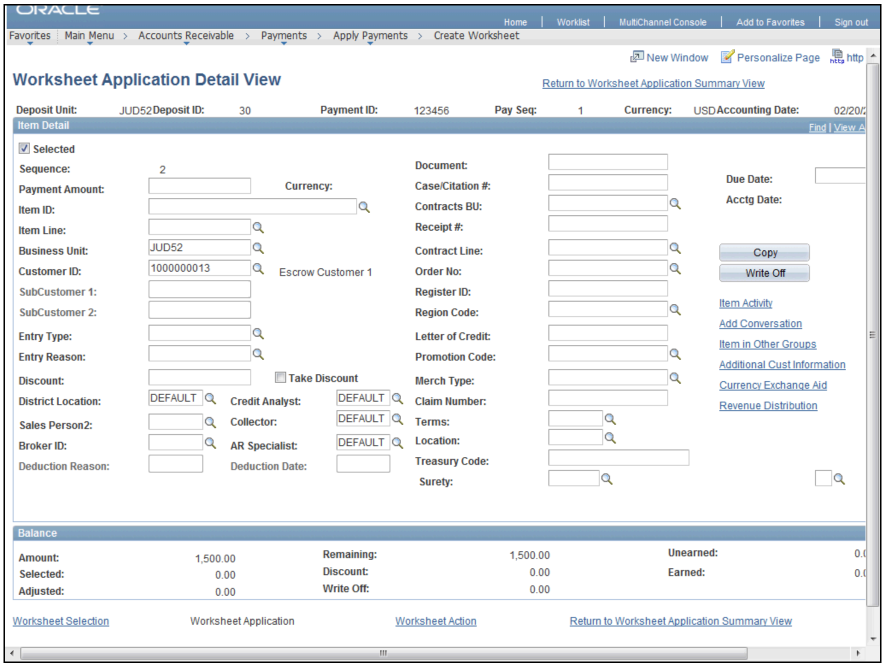
Step	Action
1.	Begin by navigating to the **Create Worksheet** page. Click the **Main Menu** button. 
2.	Click the **Menu sort** button. 
3.	Click the **Accounts Receivable** menu. 
4.	Click the **Payments** menu. 
5.	Click the **Apply Payments** menu. 
6.	Click the **Create Worksheet** menu. 



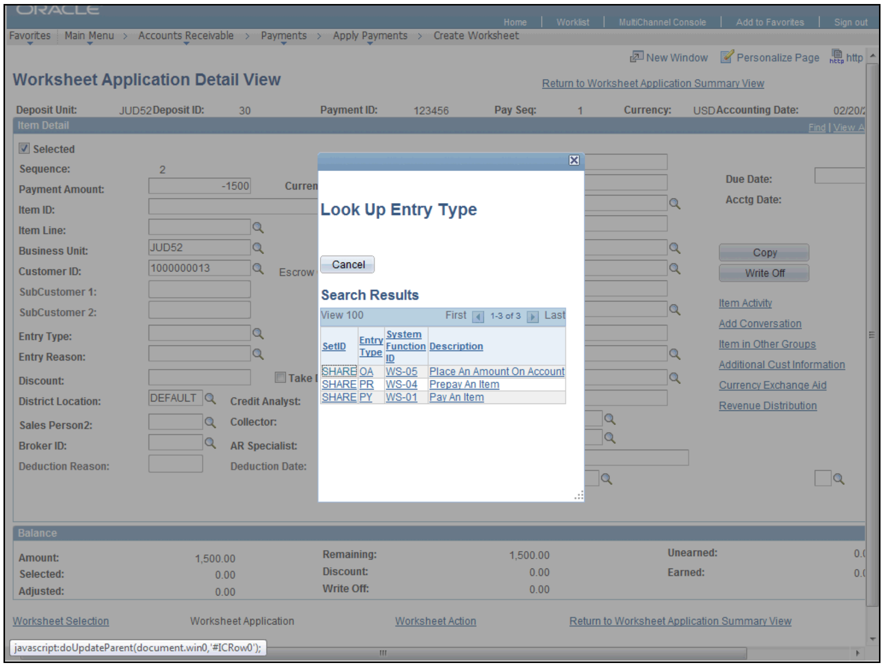
Step	Action
7.	The **Create Payment Worksheet** search page displays. Enter your **Deposit Unit** in the **Deposit Unit** field. For this example, enter "**JUD52**."
8.	Click the **Search** button. 
9.	Click the hyperlink of the deposit you created. Click the **123456** link. 



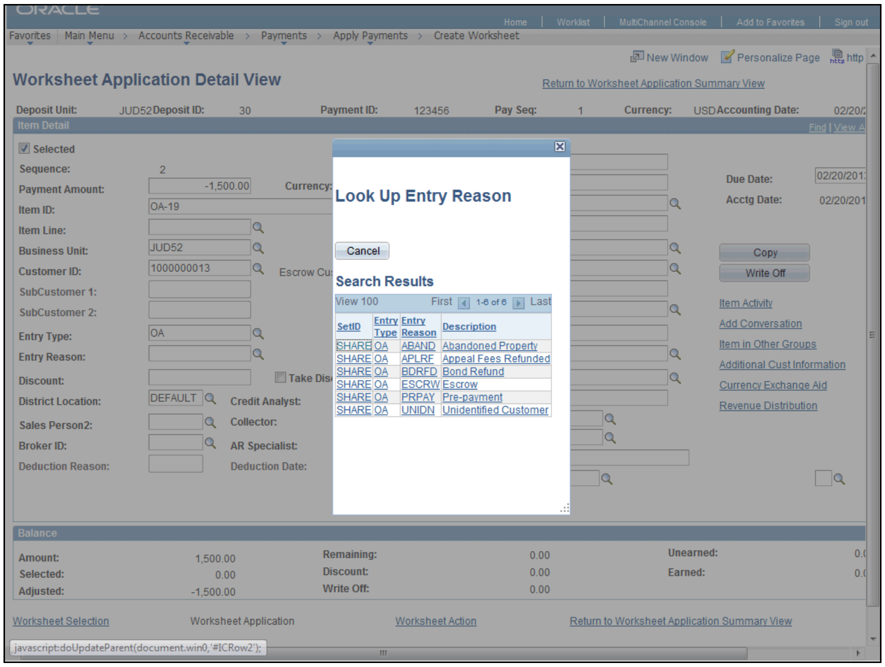
Step	Action
10.	Click the **Build** button. 
11.	The **Payment Worksheet Application** page displays. Click the **Add with Detail** button. 



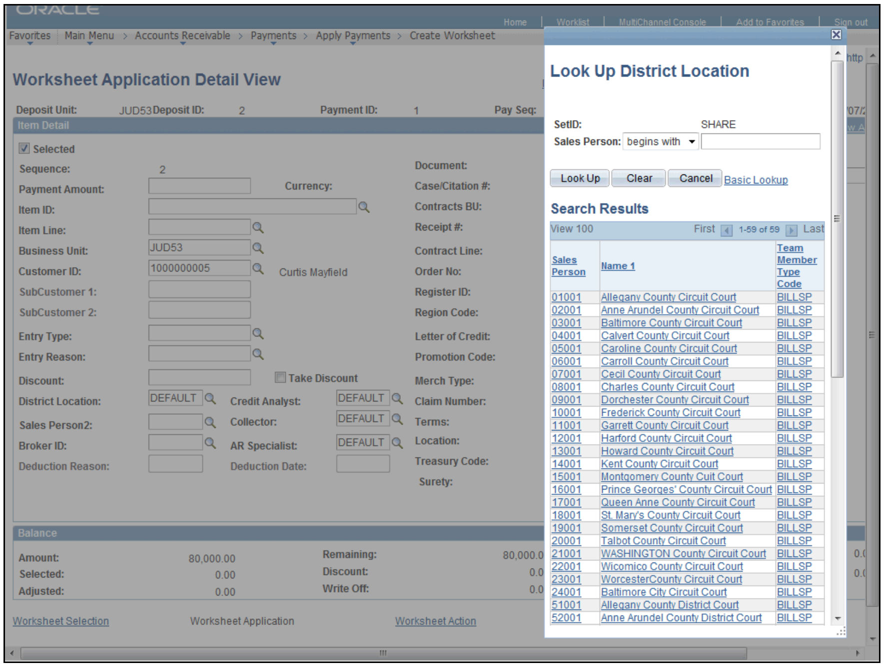
Step	Action
12.	The **Worksheet Application Detail View** page displays. Enter the amount of the escrow deposit as a negative number in the **Payment Amount** field. For this example, enter "**-1500**."
13.	Click the **Look up Entry Type** button.



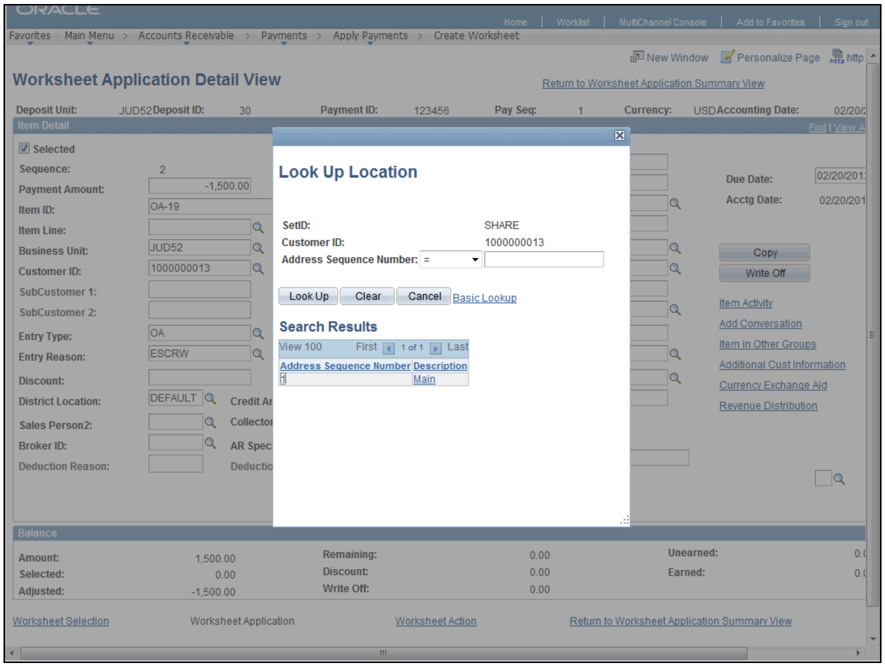
Step	Action
14.	The **Look Up Entry Type** window displays. Click the **Place An Amount On Account** link. Place An Amount On Account
15.	Click the **Look up Entry Reason** button.



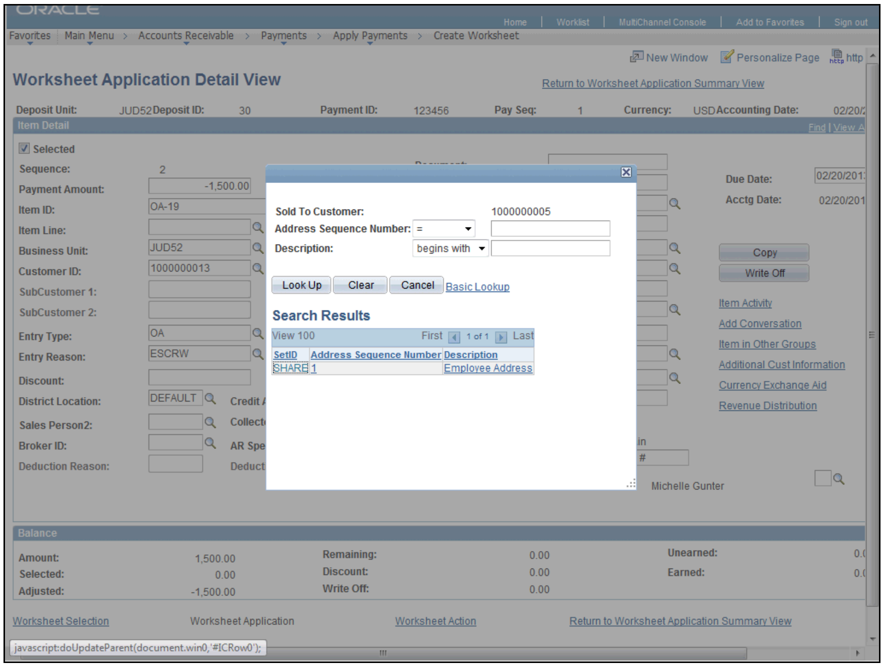
Step	Action
16.	The **Look Up Entry Reason** window displays. Click the **Escrow** link. Escrow
17.	Click the **Look up District Location** button.



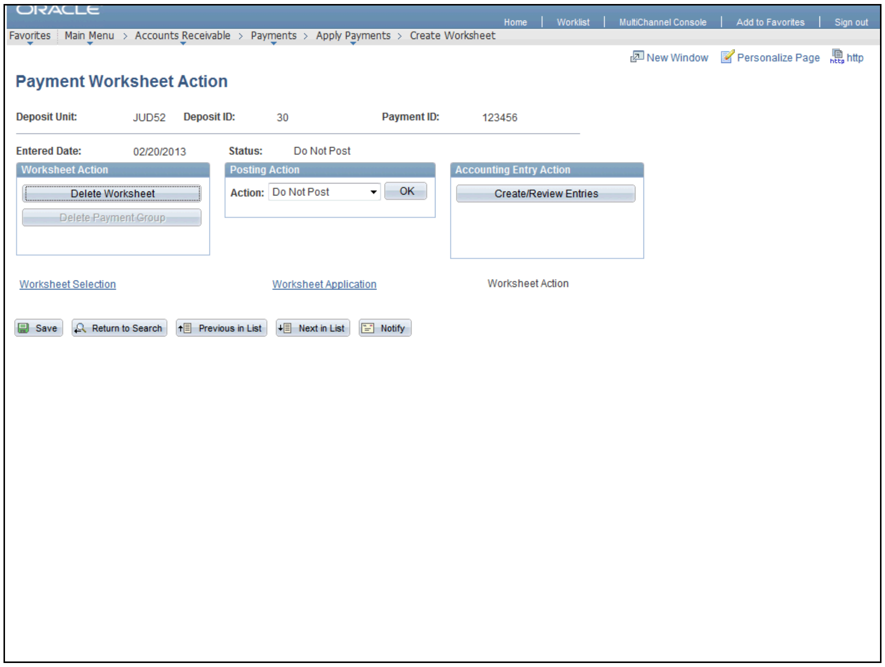
Step	Action
18.	The **Look Up District Location** window displays. Click the **Name 1** column header to alphabetize the list. Name 1
19.	Select your location. For this example, enter **Baltimore County District Court**. Baltimore County District Court
20.	Enter "**CASE #**" in the **Case/Citation #** field.
21.	Enter "**RECEIPT #**" in the **Receipt #** field. If applicable, the Commissioner ID should be entered in this field.
22.	Enter "**REGISTER ID #**" in the **Register ID** field.
23.	Click the **Look up Location** button. 



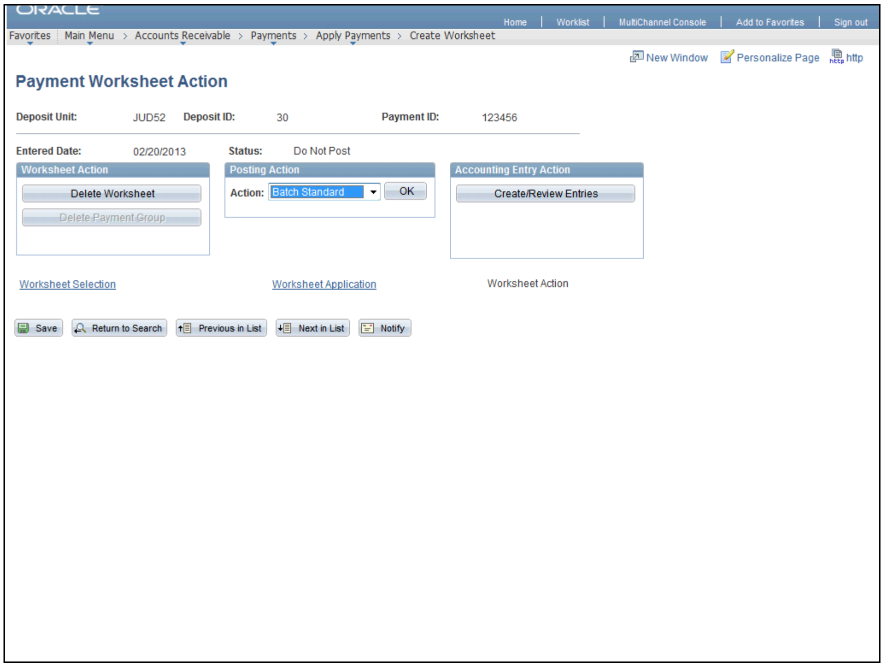
Step	Action
24.	The **Look Up Location** window displays. **NOTE:** This is the location for the Local Customer. Click the **Main** link. Main
25.	Click the **Look up Surety** button. 
26.	The **Look Up Surety** window displays. Select the **Surety Customer** you created. For this example, click **Michelle Gunter**. Michelle Gunter
27.	Click the **Look up** button for the field to the right of Surety. 

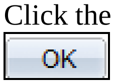


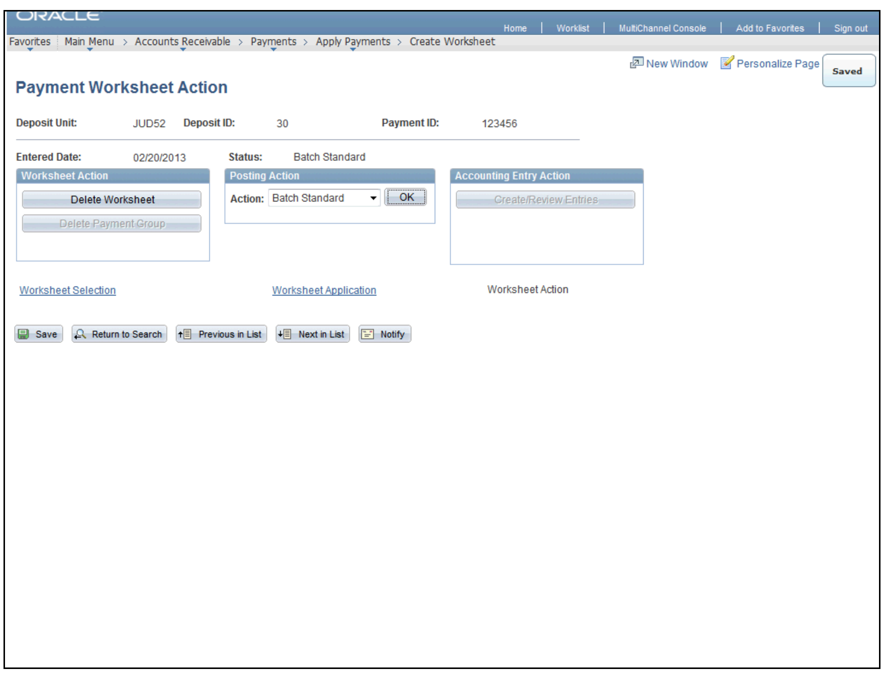
Step	Action
28.	Click the **1** link under the **Address Sequence Number** column. 1
29.	Click the **Save** button. Save
30.	Click the **Worksheet Action** link. Worksheet Action



Step	Action
31.	The **Payment Worksheet Action** page displays. Click the **Action** list. Do Not Post
32.	Click the **Batch Standard** list item. Batch Standard



Step	Action
33.	Click the **OK** button. 



Step	Action
34.	Click the **Save** button. Save
35.	You have successfully completed the *Create Payment Worksheet (Including Payment Application)* topic. You have learned to: - create a payment worksheet **End of Procedure.**

4.1.4 Reviewing Payments Set to Post

This topic details the process by which you confirm that the payment you recorded in topic 4.1.2 and applied in 4.1.3 is set to post when you run AR Update.

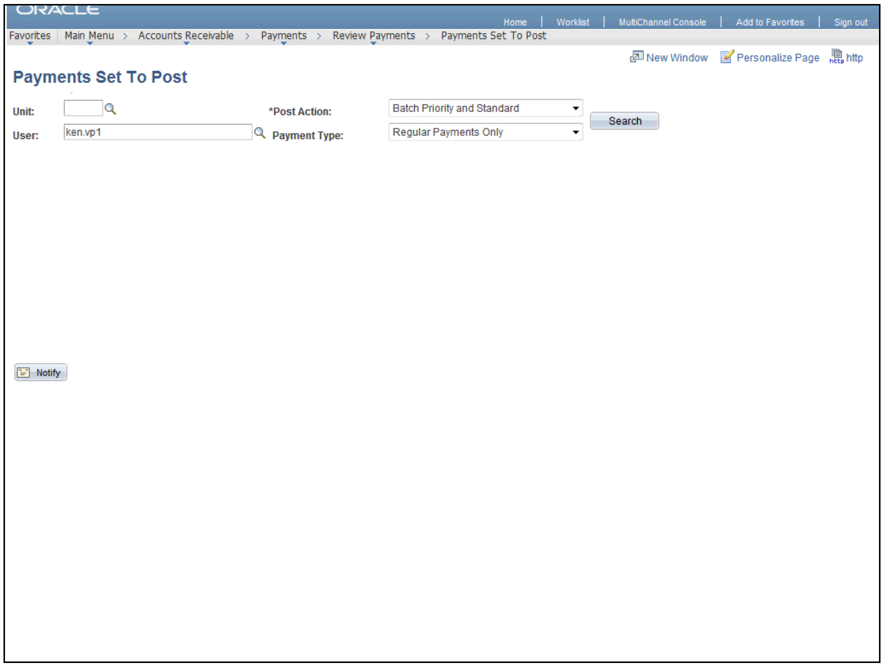
After completing this topic, you will be able to:

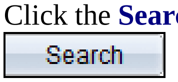
- Set the previously recorded payment to Post

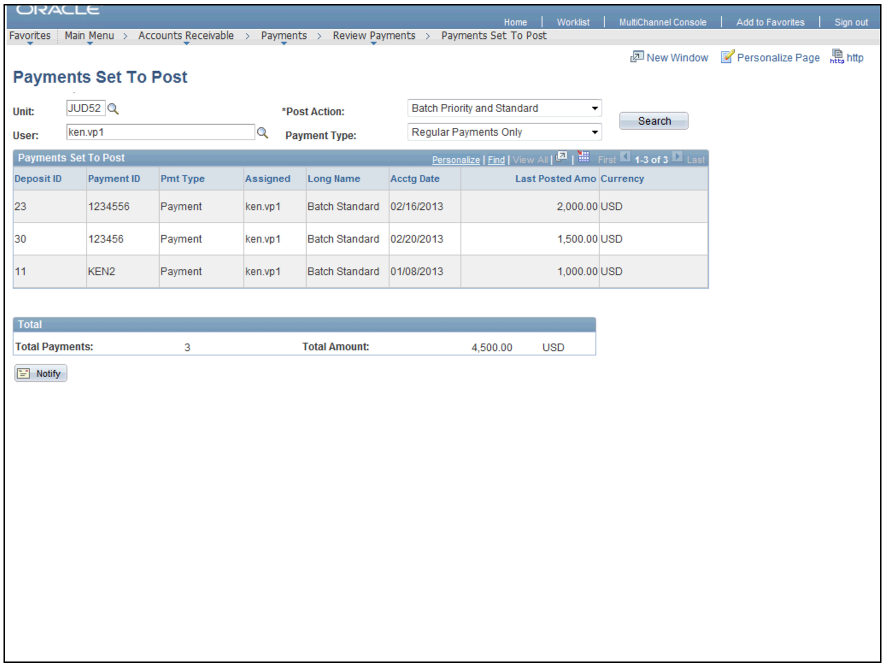
Procedure

In this topic, you will post a payment.

Step	Action
1.	Navigate to the **Payments Set to Post** page. Click the **Main Menu** button. Main Menu
2.	Click the up and down arrows to **sort Menu in ascending order**.
3.	Click the **Accounts Receivable** menu. Accounts Receivable
4.	Click the **Payments** menu. Payments
5.	Click the **Review Payments** menu. Review Payments
6.	Click the **Payments Set To Post** menu. Payments Set To Post



Step	Action
7.	The **Payments Set to Post** search page displays. Enter your Business Unit in the **Unit** field. The example used in this script for test purposes was "**JUD52**."
8.	Click the **Search** button. 



Step	Action
9.	The **Payments Set to Post** page displays. Verify your payment is included on this list.
10.	You have successfully completed the *Setting a Payment to Post* topic. You have learned how to: - set a payment to post - verify and review previously posted payments **End of Procedure.**

4.1.5 Running the AR Update

Upon completion of the Single Action Invoice process, the Receivable Update **(ARUPDATE)** process should be run in order for any Escrow payments to posted to the local customer's account. The **Run AR Update (ARUPDATE)** process also posts any maintenance worksheets in Accounts Receivable. The process updates customer balances and item status and creates accounting entries for a specified Business Unit within an accounting date range.

It is important to note that when the ARUPDATE job is run, all activity set to post for a business unit will be posted, regardless of the type of activity. For example, if pending billing items and payments for a batch agency are set to post, both the pending item activity and the payment activity will be posted.

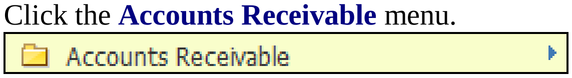
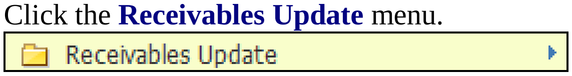
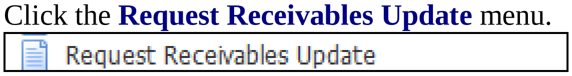
It is also important not to run multiple instances of ARUPDATE for a given business unit at the same time. This is not recommended and may result in system issues.

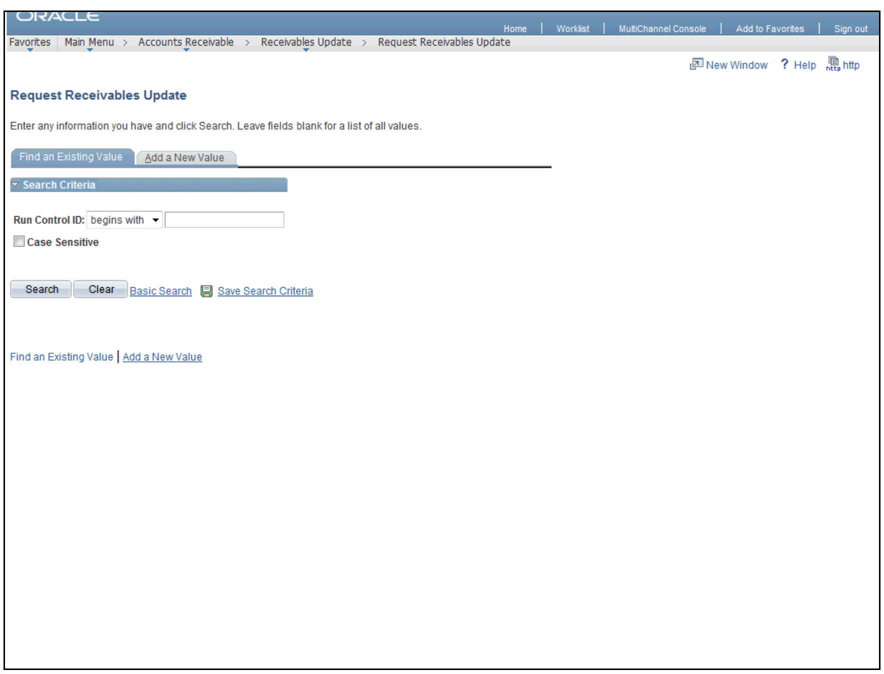
After completing this topic, you will learn how to:

- Process the Run AR Update (ARUPDATE)

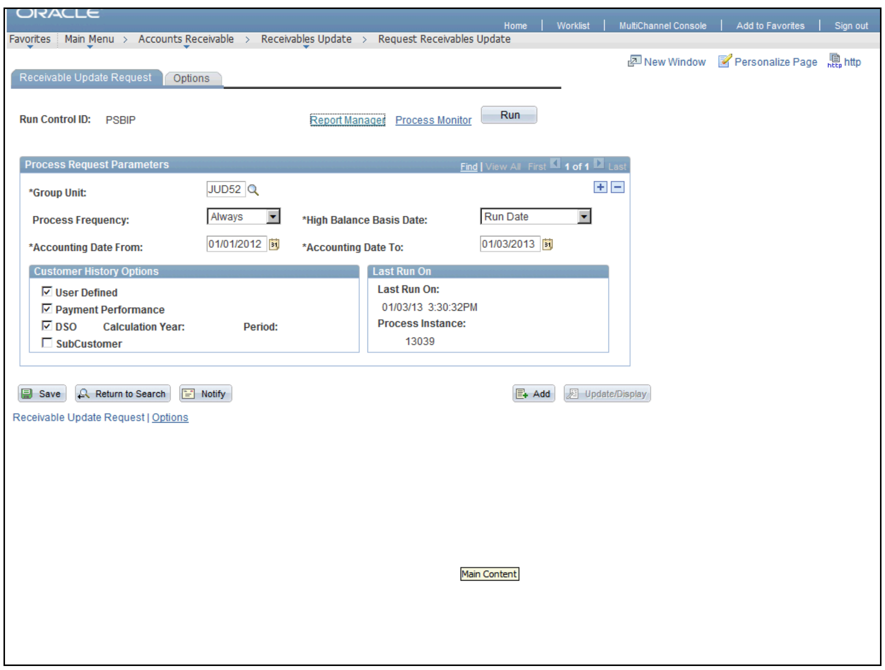
Procedure

In this topic, you will execute the **AR update (ARUPDATE)**.

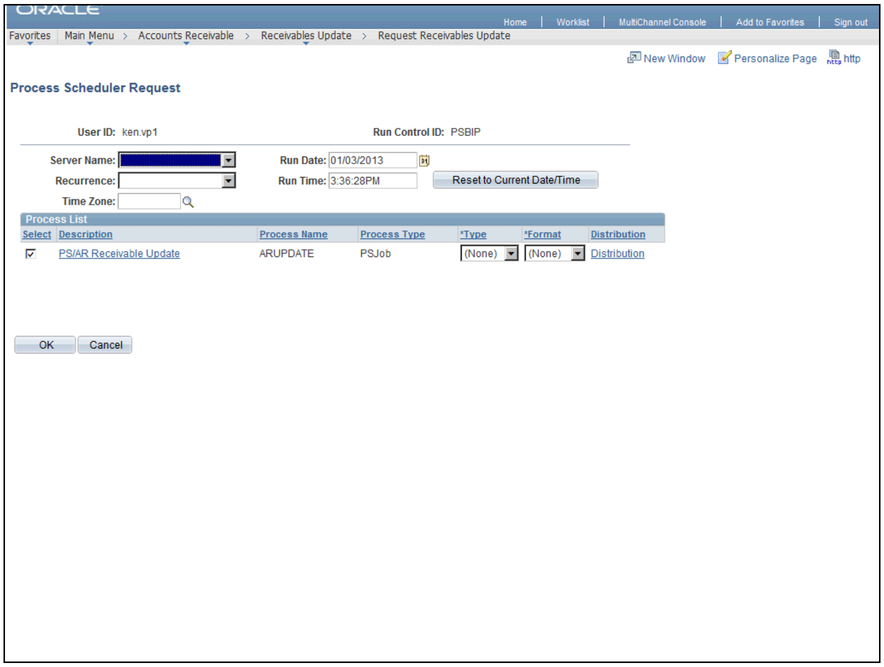
Step	Action
1.	Begin by navigating to the **Request Receivables Update** page. Click the **Main Menu** button. 
2.	Click the **Accounts Receivable** menu. 
3.	Click the **Receivables Update** menu. 
4.	Click the **Request Receivables Update** menu. 

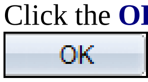
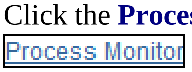


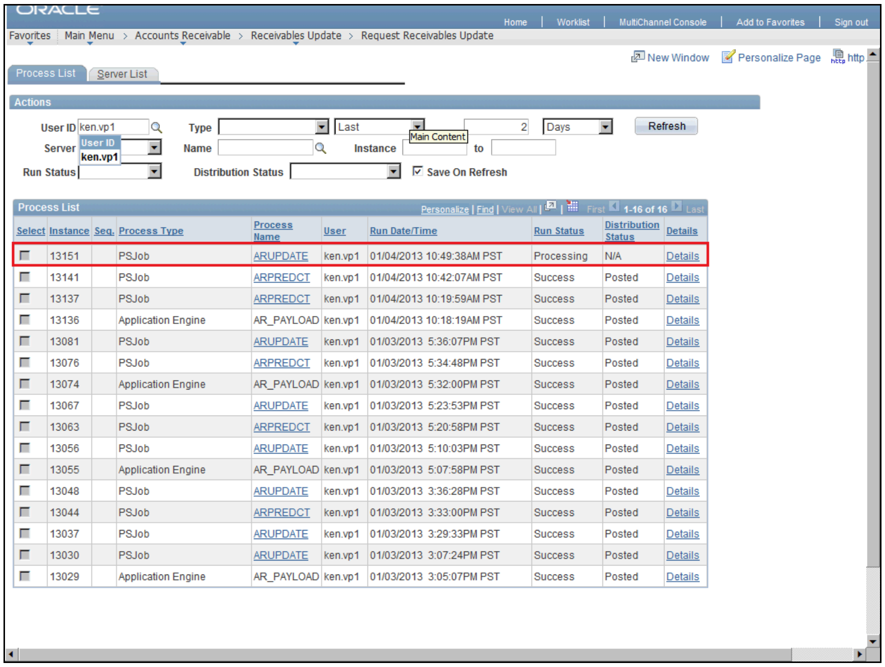
Step	Action
5.	The **Request Receivables Update** page displays. **NOTE:** If you have previously created a run control to run the AR Update process, you can search for the run control using the **Find an Existing Value** page. Create a new run control if one does not already exist. lick the **Add a New Value** tab to add a new run control. Add a New Value
6.	Enter the desired information into the **Run Control ID** field.
7.	Click the **Add** button. Add



Step	Action
8.	Make sure the **Run Control** settings are consistent with the values and selections in the screenshot. Adjust the **Accounting Date From** and **Accounting Date To** values so that they include the dates of the transactions you processed. Click the **Run** button. Run



Step	Action
9.	The **Process Scheduler Request** page displays. Use this page to enter and schedule your request. Click the **OK** button. 
10.	Click the **Process Monitor** link. 



Step	Action
11.	The **Process List** page displays. This example shows the ARUPDATE process **Run Status** is "Processing" and **Distribution Status** is "N/A". Click the **Refresh** button. Refresh
12.	Verify that the **Accounts Receivable** process has been run and has a **Distribution Status** of "Posted".
13.	You have successfully completed the *Run AR Update* topic. You have learned to: - execute the AR Update process **End of Procedure.**

4.1.6 Reviewing a Posted Escrow Payment

This topic shows the steps to verify that the item posted to the customer's account.

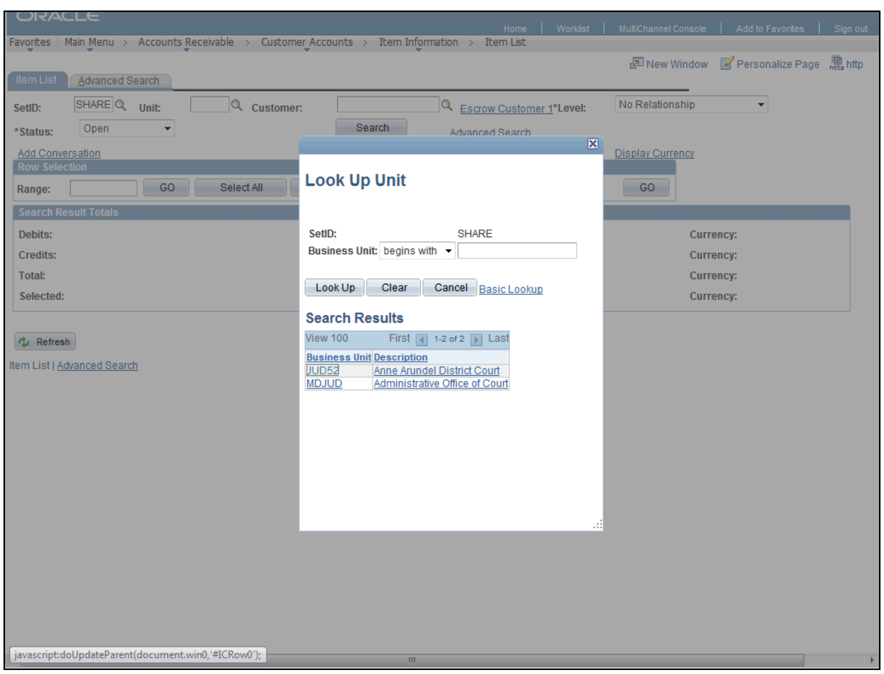
After completing this topic, you will be familiar with:

- Reviewing posted escrow payments

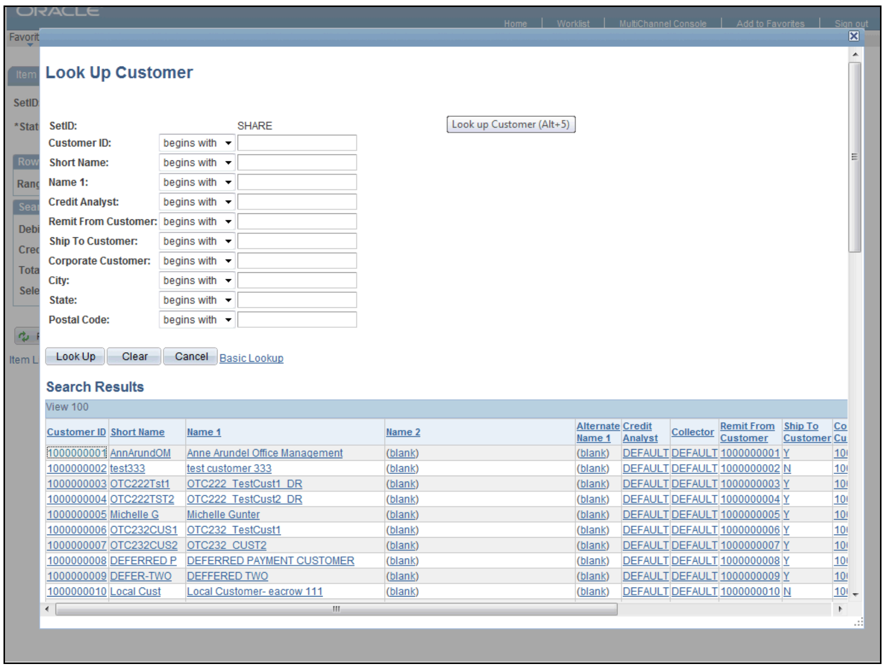
Procedure

In this topic, you will review a posted escrow payment.

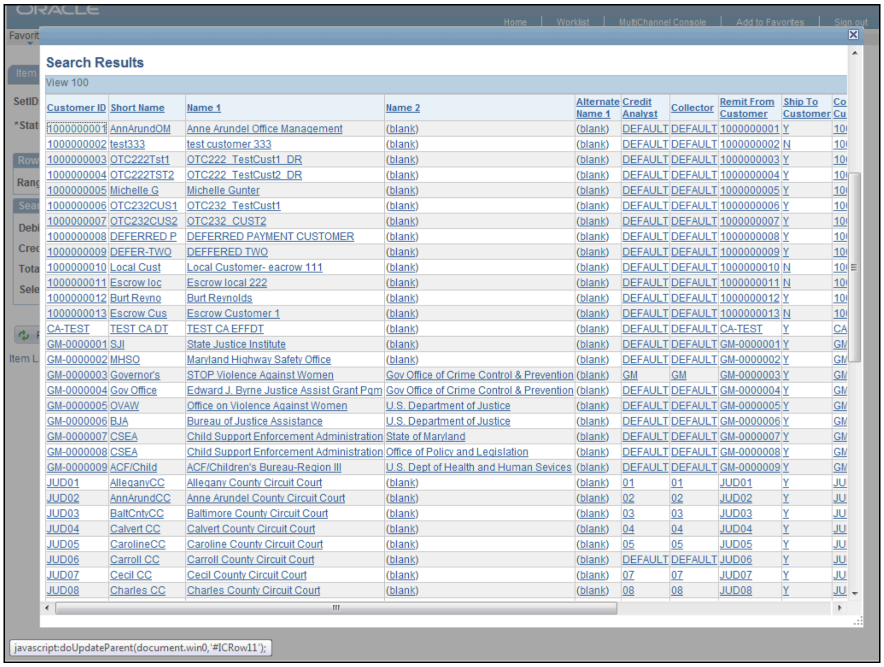
Step	Action
1.	Navigate to the **Item List**. Click the **Main Menu** button. Main Menu
2.	Click the **Menu not sorted. Click to sort in ascending order.** button.
3.	Click the **Accounts Receivable** menu. Accounts Receivable
4.	Click the **Customer Accounts** menu. Customer Accounts
5.	Click the **Item Information** menu. Item Information
6.	Click the **Item List** menu. Item List
7.	The **Item List** page displays. Click the **Look up Unit** button.



Step	Action
8.	The **Look Up Unit** window displays. Click the **JUD52** link. JUD52
9.	Click the **Look up Customer** button. 

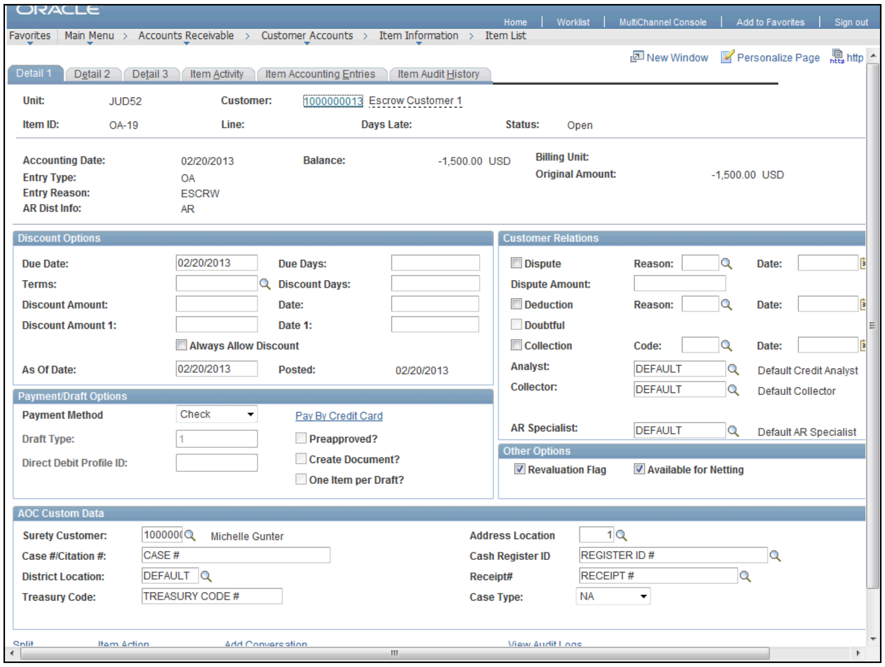


Step	Action
10.	The **Look Up Customer** window displays. Scroll down towards Escrow Customer 1.

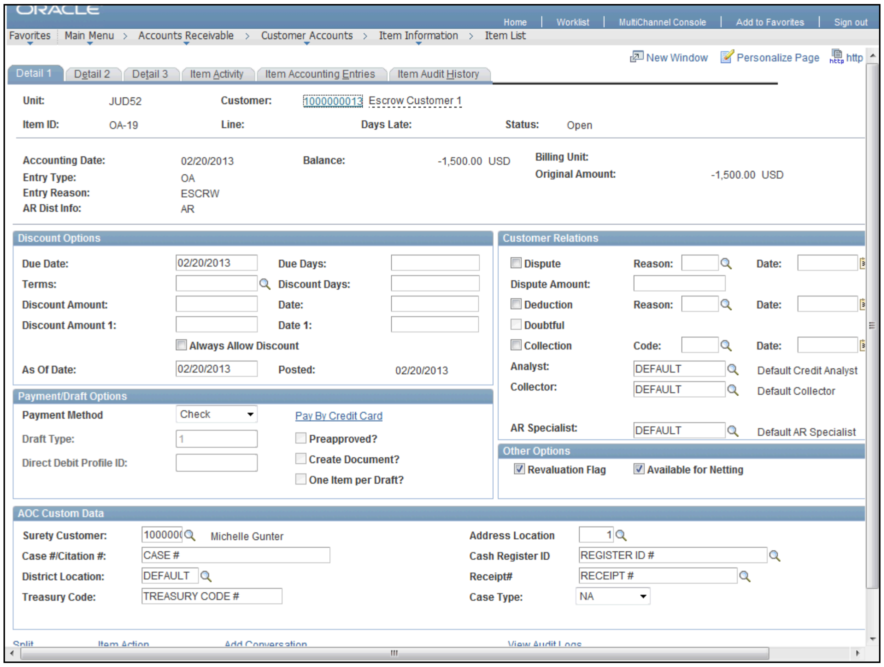


Customer ID	Short Name	Name 1	Name 2	Alternate Name 1	Credit Analyst	Collector	Remit From Customer	Ship To Customer	Co Cu
1000000001	AnnArundOM	Anne Arundel Office Management	(blank)	(blank)	DEFAULT	DEFAULT	1000000001	Y	10
1000000002	test333	test customer 333	(blank)	(blank)	DEFAULT	DEFAULT	1000000002	N	10
1000000003	OTC222Tst1	OTC222_TestCust1_DR	(blank)	(blank)	DEFAULT	DEFAULT	1000000003	Y	10
1000000004	OTC222TST2	OTC222_TestCust2_DR	(blank)	(blank)	DEFAULT	DEFAULT	1000000004	Y	10
1000000005	Michelle G	Michelle Gunter	(blank)	(blank)	DEFAULT	DEFAULT	1000000005	Y	10
1000000006	OTC232CUS1	OTC232_TestCust1	(blank)	(blank)	DEFAULT	DEFAULT	1000000006	Y	10
1000000007	OTC232CUS2	OTC232_CUST2	(blank)	(blank)	DEFAULT	DEFAULT	1000000007	Y	10
1000000008	DEFERRED P	DEFERRED PAYMENT CUSTOMER	(blank)	(blank)	DEFAULT	DEFAULT	1000000008	Y	10
1000000009	DEFER-TWO	DEFFERED TWO	(blank)	(blank)	DEFAULT	DEFAULT	1000000009	Y	10
1000000010	Local Cust	Local Customer- eacrow 111	(blank)	(blank)	DEFAULT	DEFAULT	1000000010	N	10
1000000011	Escrow loc	Escrow local 222	(blank)	(blank)	DEFAULT	DEFAULT	1000000011	N	10
1000000012	Burt Reyno	Burt Reynolds	(blank)	(blank)	DEFAULT	DEFAULT	1000000012	Y	10
1000000013	Escrow Cus	Escrow Customer 1	(blank)	(blank)	DEFAULT	DEFAULT	1000000013	N	10
CA-TEST	TEST CA DT	TEST CA EFFDT	(blank)	(blank)	DEFAULT	DEFAULT	CA-TEST	Y	CA
GM-0000001	SJI	State Justice Institute	(blank)	(blank)	DEFAULT	DEFAULT	GM-0000001	Y	GM
GM-0000002	MHSO	Maryland Highway Safety Office	(blank)	(blank)	DEFAULT	DEFAULT	GM-0000002	Y	GM
GM-0000003	Governor's	STOP Violence Against Women	Gov Office of Crime Control & Prevention	(blank)	GM	GM	GM-0000003	Y	GM
GM-0000004	Gov Office	Edward J. Byrne Justice Assist Grant Pgm	Gov Office of Crime Control & Prevention	(blank)	DEFAULT	DEFAULT	GM-0000004	Y	GM
GM-0000005	OVAW	Office on Violence Against Women	U.S. Department of Justice	(blank)	DEFAULT	DEFAULT	GM-0000005	Y	GM
GM-0000006	BJA	Bureau of Justice Assistance	U.S. Department of Justice	(blank)	DEFAULT	DEFAULT	GM-0000006	Y	GM
GM-0000007	CSEA	Child Support Enforcement Administration	State of Maryland	(blank)	DEFAULT	DEFAULT	GM-0000007	Y	GM
GM-0000008	CSEA	Child Support Enforcement Administration	Office of Policy and Legislation	(blank)	DEFAULT	DEFAULT	GM-0000008	Y	GM
GM-0000009	ACF/Child	ACF/Children's Bureau-Region III	U.S. Dept of Health and Human Sevices	(blank)	DEFAULT	DEFAULT	GM-0000009	Y	GM
JUD01	AlleganyCC	Allegany County Circuit Court	(blank)	(blank)	01	01	JUD01	Y	JU
JUD02	AnnArundCC	Anne Arundel County Circuit Court	(blank)	(blank)	02	02	JUD02	Y	JU
JUD03	BaltCntyCC	Baltimore County Circuit Court	(blank)	(blank)	03	03	JUD03	Y	JU
JUD04	Calvert CC	Calvert County Circuit Court	(blank)	(blank)	04	04	JUD04	Y	JU
JUD05	CarolineCC	Caroline County Circuit Court	(blank)	(blank)	05	05	JUD05	Y	JU
JUD06	Carroll CC	Carroll County Circuit Court	(blank)	(blank)	DEFAULT	DEFAULT	JUD06	Y	JU
JUD07	Cecil CC	Cecil County Circuit Court	(blank)	(blank)	07	07	JUD07	Y	JU
JUD08	Charles CC	Charles County Circuit Court	(blank)	(blank)	08	08	JUD08	Y	JU

Step	Action
11.	Click the **Escrow Customer 1** link. Escrow Customer 1
12.	Click the **Search** button. Search
13.	Click the **OA-19** link. OA-19



Step	Action
14.	The **Detail 1** tab displays with your selected escrow payment information. Review the information on this page. Use the tabs at the top of the page to access additional information about a particular payment.



Step	Action
15.	Also note the **AOC Custom Data** section. This section will allow you to look up your customers, along with the payment information associated with them; including a **Case Type** drop down list.
16.	You have successfully completed the Reviewing a Posted Escrow Payment topic. You have learned how to: - navigate to and review a posted escrow payment **End of Procedure.**

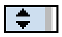
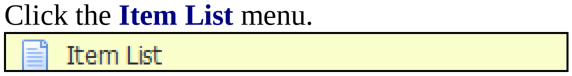
4.1.7 Reviewing Local Customer AR Accounts

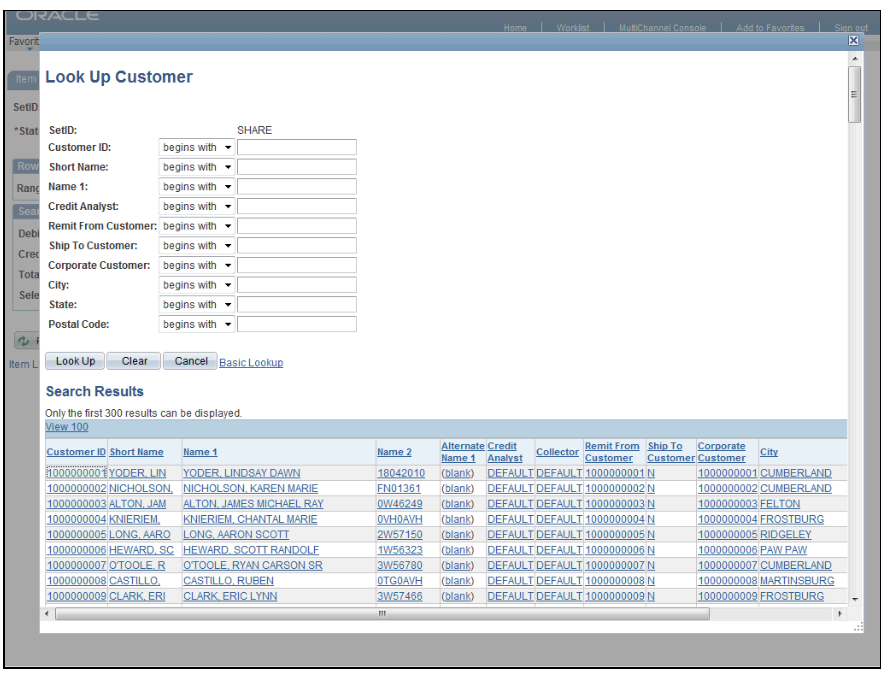
After completing this topic, you will be familiar with:

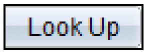
- Reviewing and verifying Local Customer AR Accounts

Procedure

In this topic, you will navigate to review a local customer AR account.

Step	Action
1.	Begin by navigating to the **Item List**. Click the **Main Menu** button. 
2.	Click the **Menu sort** button. 
3.	Click the **Accounts Receivable** menu. 
4.	Click the **Customer Accounts** menu. 
5.	Click the **Item Information** menu. 
6.	Click the **Item List** menu. 
7.	The **Item List** displays. Enter the desired information into the **Unit** field. Enter "**JUD52**".
8.	Click the **Look up Customer** button. 



Step	Action
9.	The **Look Up Customer** window displays. Enter the name of the customer you previously created into the **Name 1** field. In this example, "**armstrong, jamal**" is entered.
10.	Click the **Look Up** button. 
11.	Click the **ARMSTRONG, JAMAL CIR** link. 
12.	Click the **Search** button. 
13.	The Local Customer Account information displays. Review the information and verify that the customer has posted.
14.	You have successfully completed the *Reviewing Local Customer AR Accounts* topic. You have learned how to: - verify local customer AR accounts **End of Procedure.**

4.2 Return of Escrow

This section details the end to end process to return escrow by using delivered AR refund functionality to process a disbursement in Accounts Payable.

In this section, you will learn how to:

- Create an AP Vendor and Link to Local Customer
- Create Return of Escrow Transaction
- Run AR Update
- Load to AP

4.2.1 Creating an AP Vendor and Link to Local Customer

In this topic, you will create an AP Vendor. To refund the funds to the appropriate Customer, they have to be set up as a Vendor and the two should be linked. The deposit dollars and payment worksheet are settings on the Local Customer's AR account within your Business Unit. Therefore, upon creating a Vendor, the new Vendor will need to be linked to the Local Customer where the open credit is located.

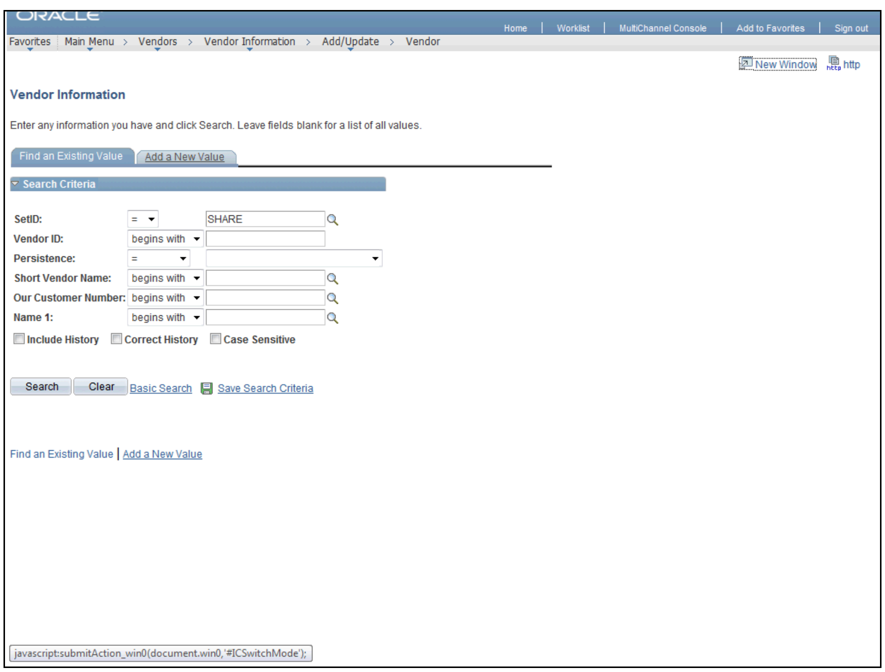
After completing this topic, you will be able to:

- Generate a Vendor ID

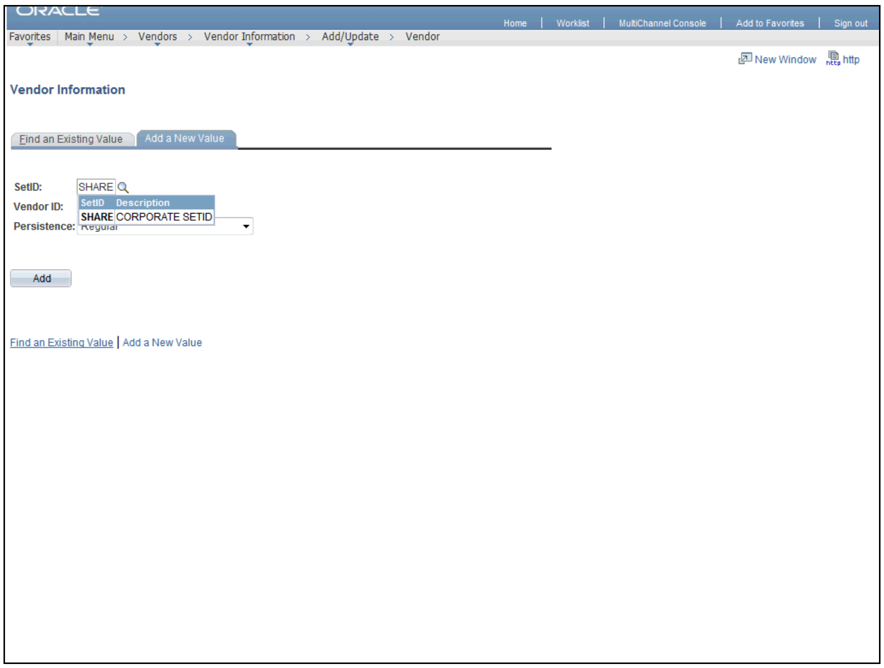
Procedure

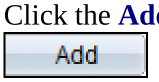
In this topic, you will create an AP Vendor.

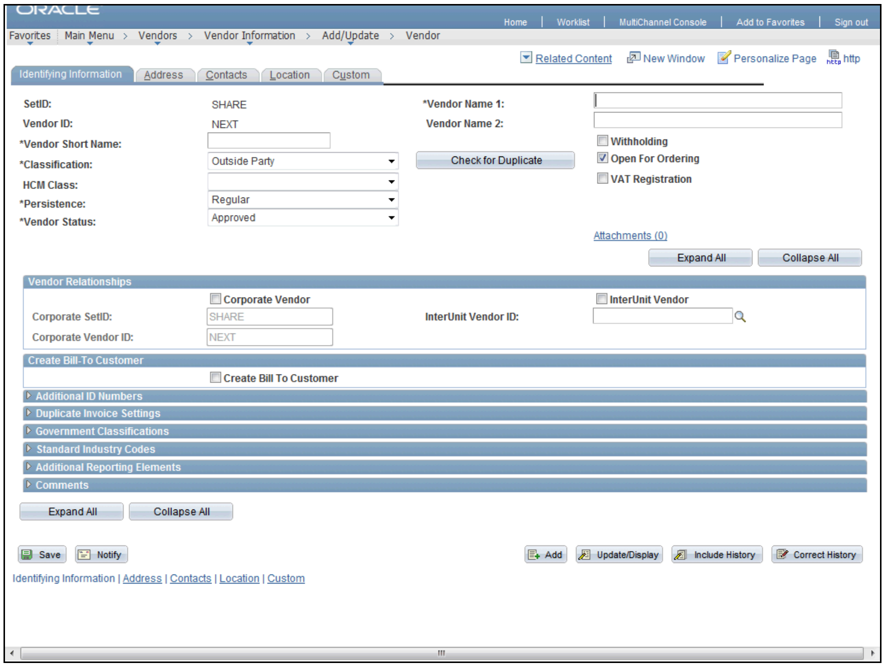
Step	Action
1.	Navigate to the **Vendor Information** page. Click the **Main Menu** button. Main Menu
2.	Click the **Menu sort** button two times.
3.	Click the **Vendors** menu. Vendors
4.	Click the **Vendor Information** menu. Vendor Information
5.	Click the **Add/Update** menu. Add/Update
6.	Click the **Vendor** menu. Vendor

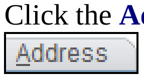


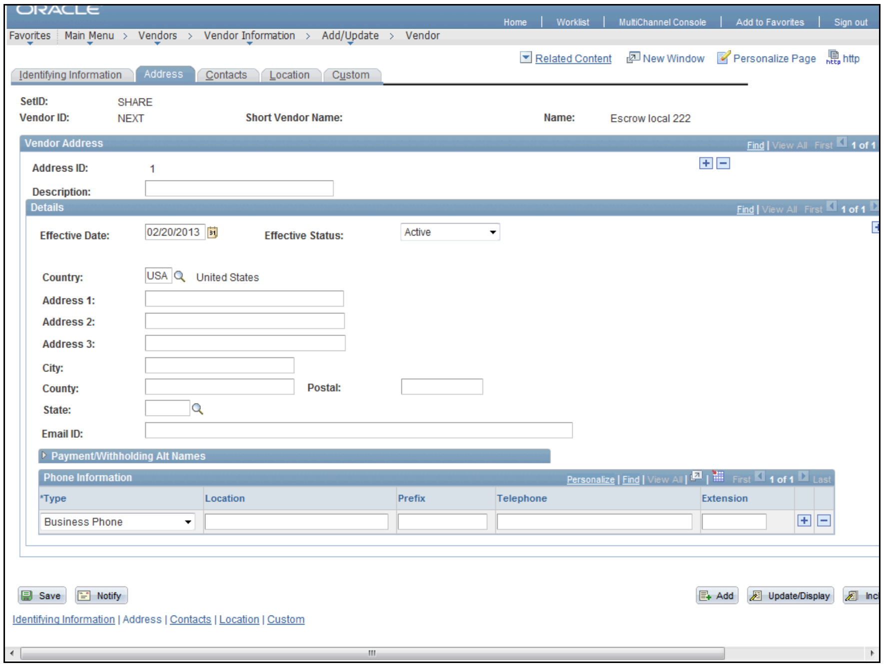
Step	Action
7.	The **Vendor Information** search page displays. Click the **Add a New Value** tab. 

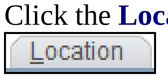


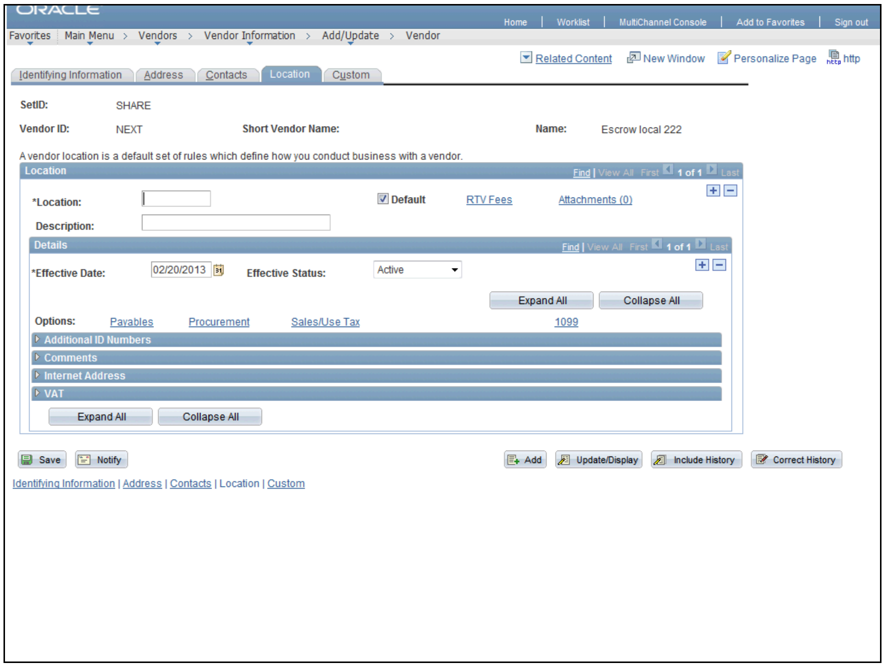
Step	Action
8.	The **Add a New Value** tab displays. Accept the defaulted values. Click the **Add** button. 

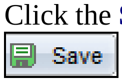
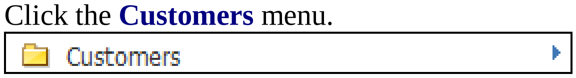
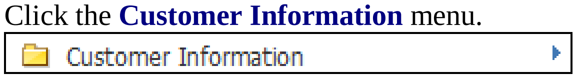
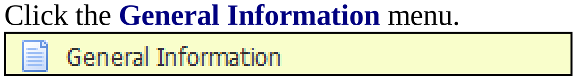


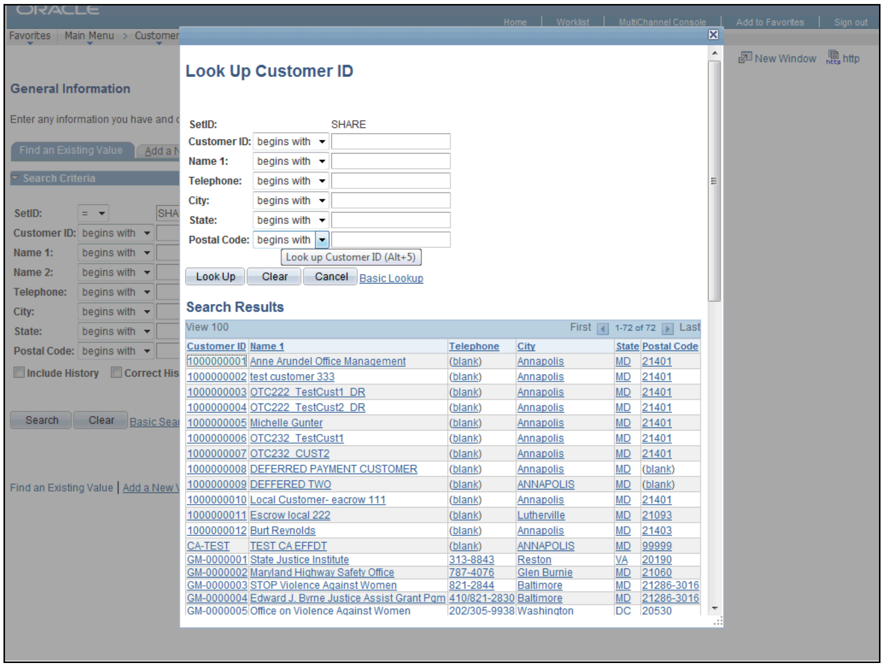
Step	Action
9.	The **Vendor Information - Identifying Information** page displays. Enter the desired information into the **Vendor Name 1** field. Enter "**Escrow local 222**".
10.	Enter the desired information into the **Vendor Short Name** field. Enter "**99940668**".
11.	Click the **Address** tab. 



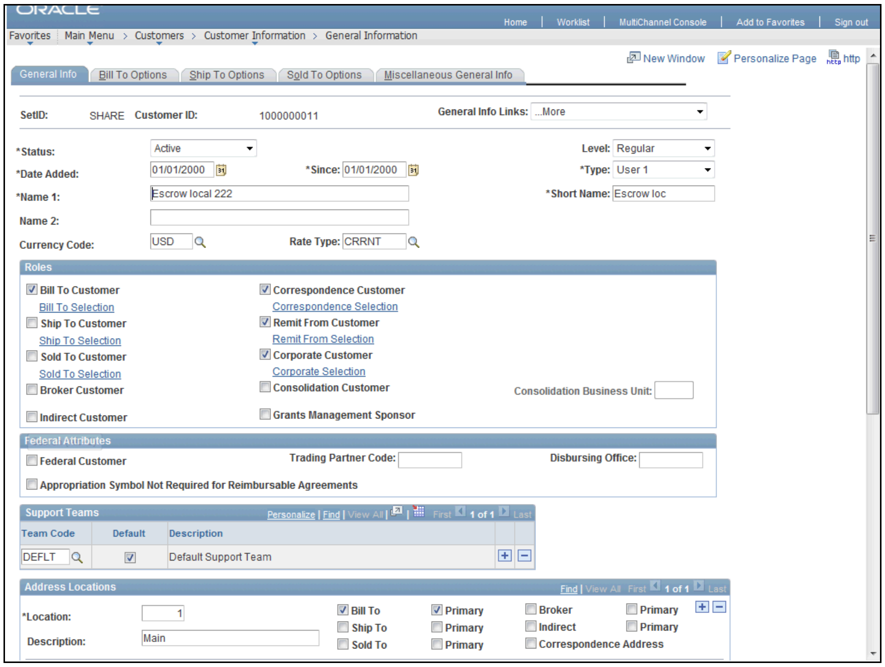
Step	Action
12.	The **Address** tab displays. Enter the desired information into the **Description** field. Enter "**Main**".
13.	Enter the desired information into the **Address 1** field. Enter "**York Road**".
14.	Enter the desired information into the **City** field. Enter "**Lutherville**".
15.	Enter the desired information into the **State** field. Enter "**MD**".
16.	Enter the desired information into the **Postal** field. Enter "**21093**".
17.	Enter the desired information into the **Location** field. Enter "**Main**".
18.	Enter the desired information into the **Prefix** field. Enter "**410**".
19.	Enter the desired information into the **Telephone** field. Enter "**260-1111**".
20.	Click the **Location** tab. 



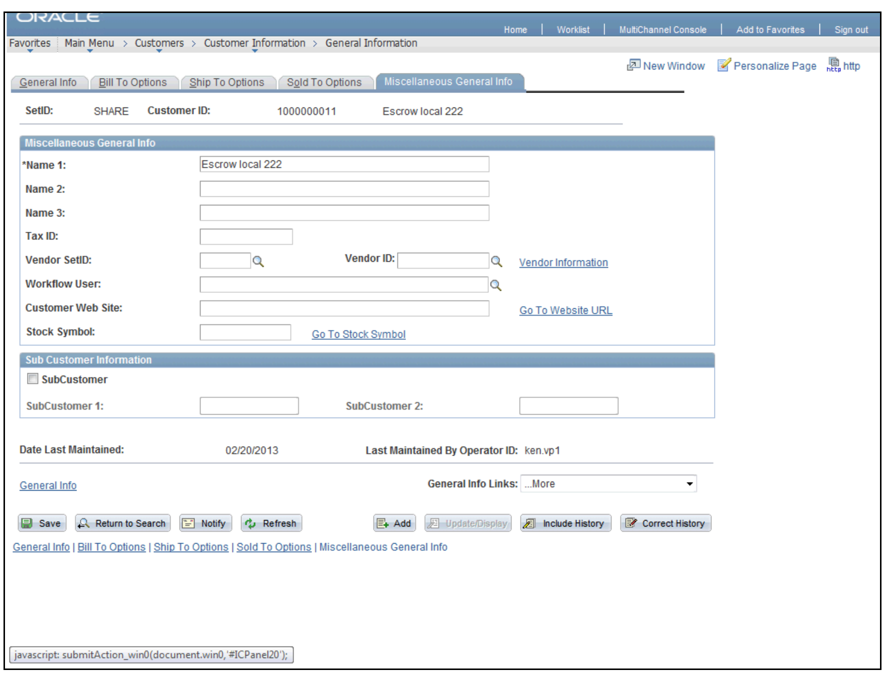
Step	Action
21.	The **Location** tab displays. Enter the desired information into the **Location** field. Enter "**001**".
22.	Enter the desired information into the **Description** field. Enter "**Home Address**".
23.	Click the **Save** button. 
24.	Click the **Main Menu** button. 
25.	Click the **Customers** menu. 
26.	Click the **Customer Information** menu. 
27.	Click the **General Information** menu. 
28.	The **General Information** search page displays. Click the **Look up Customer ID** button. 



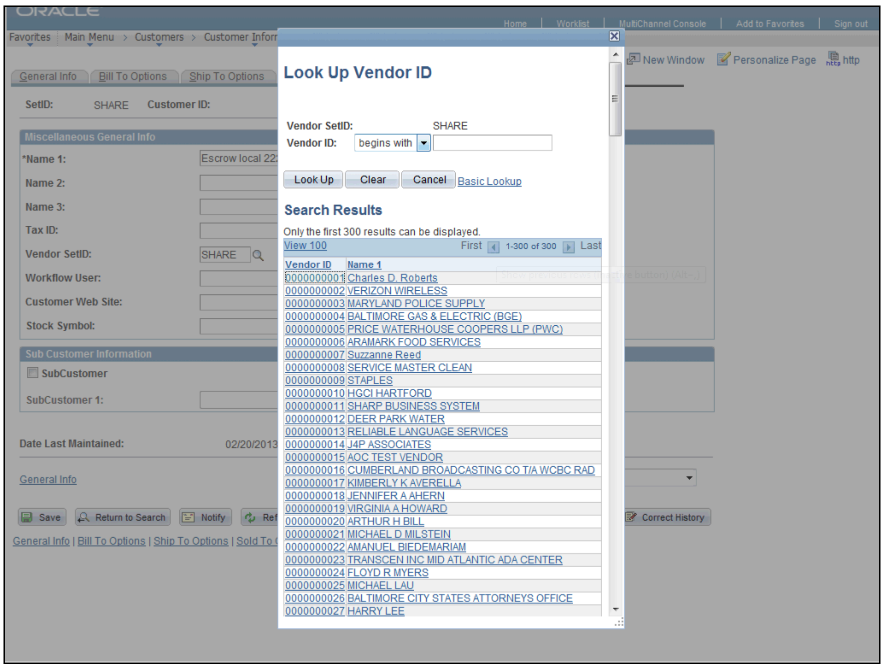
Step	Action
29.	The **Look Up Customer ID** window displays. Click the **Escrow local 222** link. Escrow local 222
30.	Click the **Search** button. Search



Step	Action
31.	The **Customer Information - General Info** tab displays Click the **Miscellaneous General Info** tab. Miscellaneous General Info



Step	Action
32.	The **Miscellaneous General Info** tab displays. Enter the desired information into the **Vendor SetID** field. Enter "**share**".
33.	Click the **Look up Vendor ID** button.



Step	Action
34.	The **Look Up Vendor ID** window displays. Click the **Vendor ID** list. begins with
35.	Click the **contains** list item. contains
36.	Enter the desired information into the **Vendor ID** field. Enter "**10445**".
37.	Click the **Look Up** button. Look Up
38.	Click the **0000010445** link. 0000010445

Step	Action
39.	Click the **Save** button. Save
40.	You have successfully completed the *Creating an AP Vendor and Link to Local Customer* topic. You have learned how to: - create a vendor - link a created vendor to a local customer **End of Procedure.**

4.2.2 Creating a Return of Escrow Transaction

In this topic, you will create a Return of Escrow Transaction. The first step is to identify the on account escrow amount and create a Worksheet to mark it for a "refund."

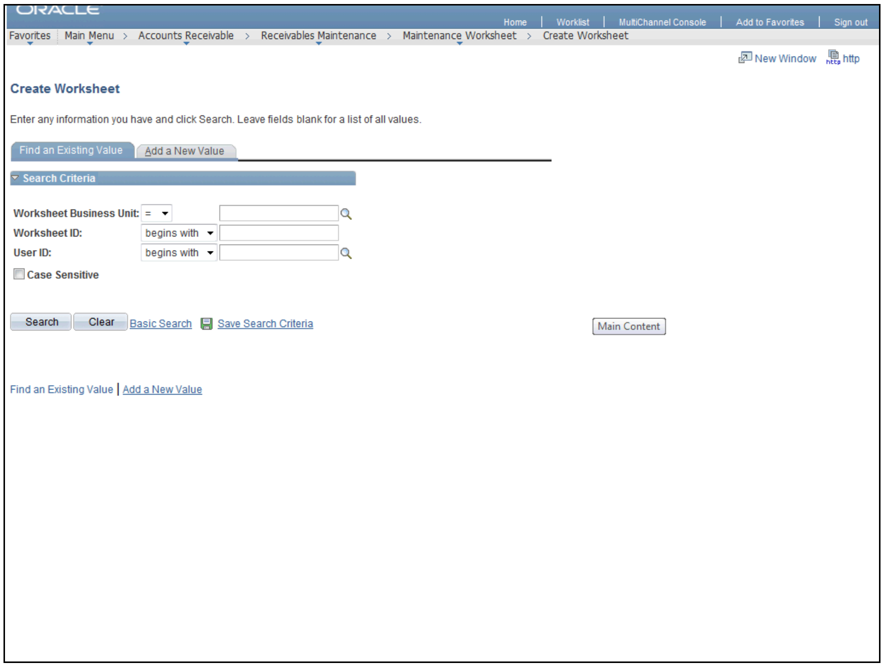
After completing this topic, you will be able to:

- Create a return of escrow transaction

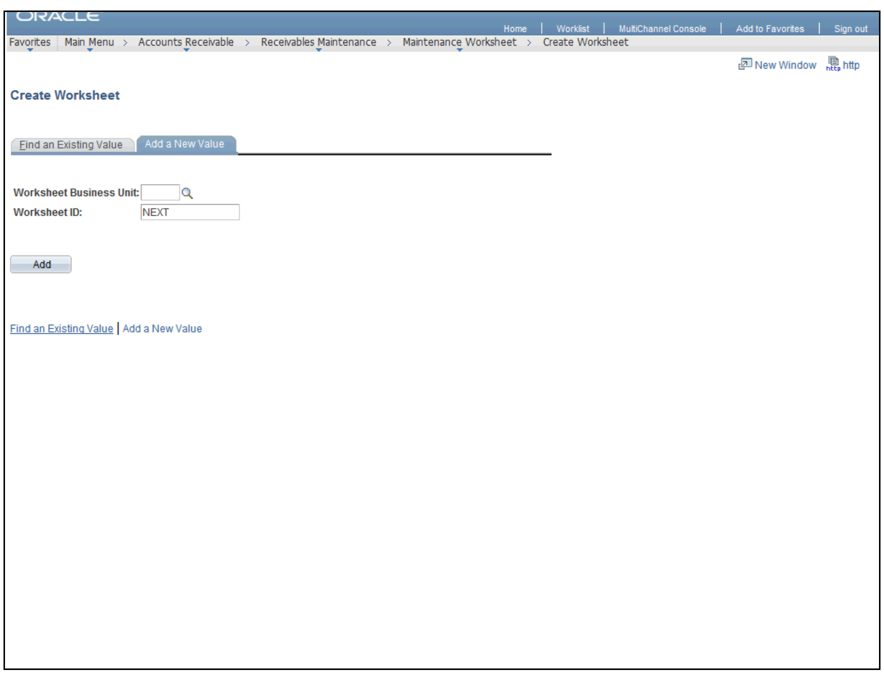
Procedure

In this topic, you will create a Return of Escrow Transaction.

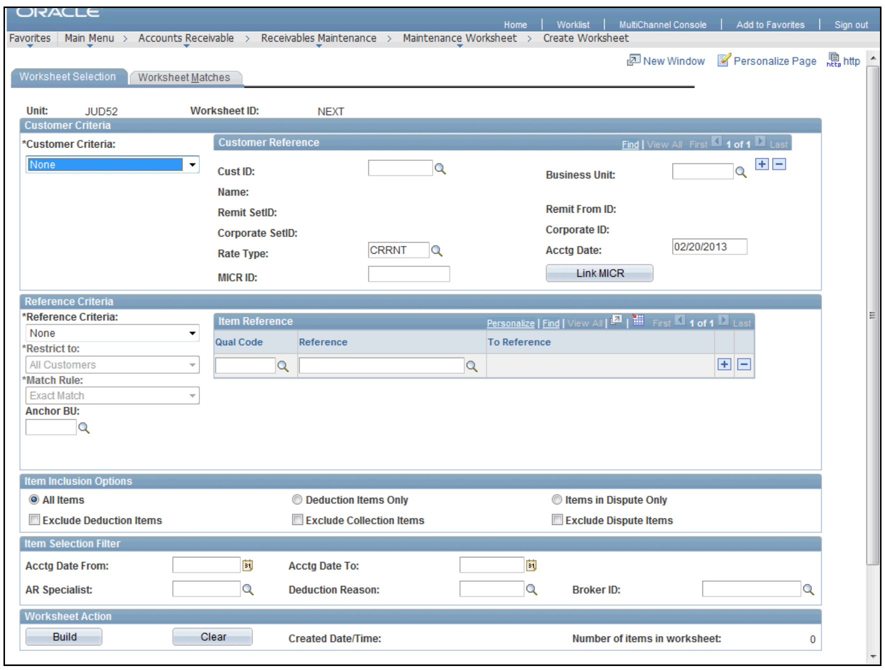
Step	Action
1.	Navigate to the **Create Worksheet** page. Click the **Main Menu** button. Main Menu
2.	Click the **Menu sort** button.
3.	Click the **Accounts Receivable** menu. Accounts Receivable
4.	Click the **Receivables Maintenance** menu. Receivables Maintenance
5.	Click the **Maintenance Worksheet** menu. Maintenance Worksheet
6.	Click the **Create Worksheet** menu. Create Worksheet



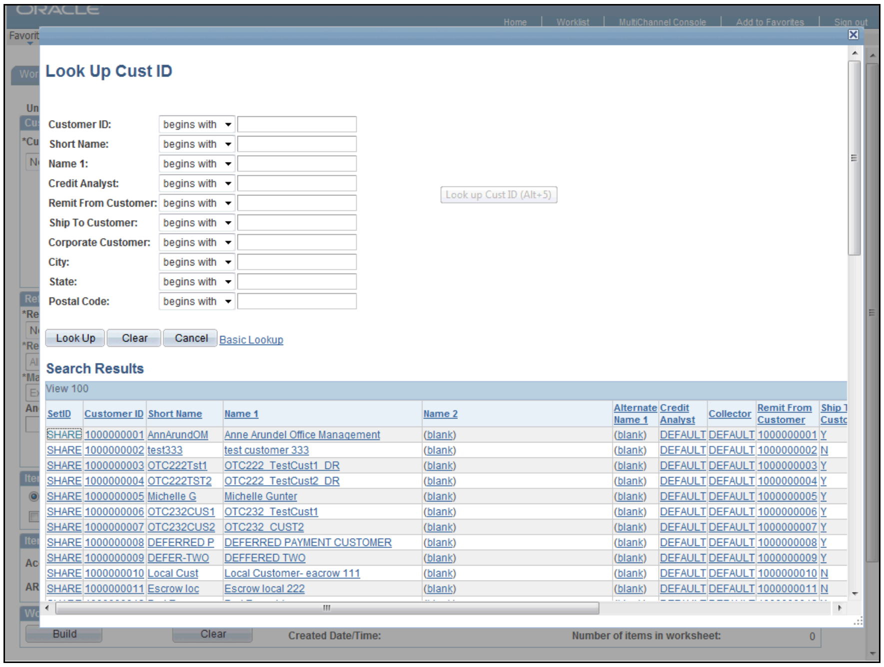
Step	Action
7.	The **Create Worksheet** search page displays. Click the **Add a New Value** tab. 



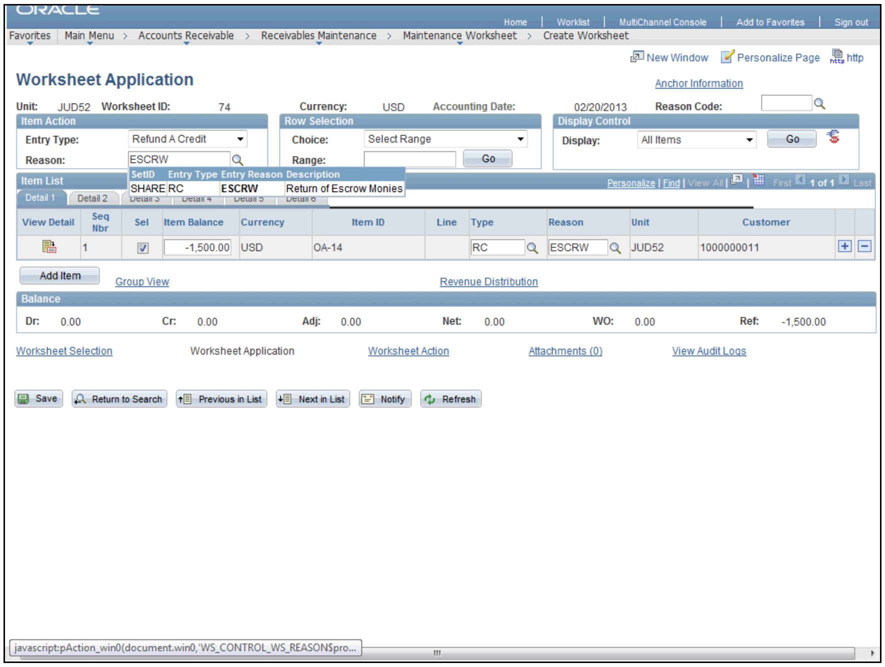
Step	Action
8.	The **Add a New Value** tab displays. Enter the desired information into the **Worksheet Business Unit** field. Enter "**jud52**".
9.	Click the **Add** button. 



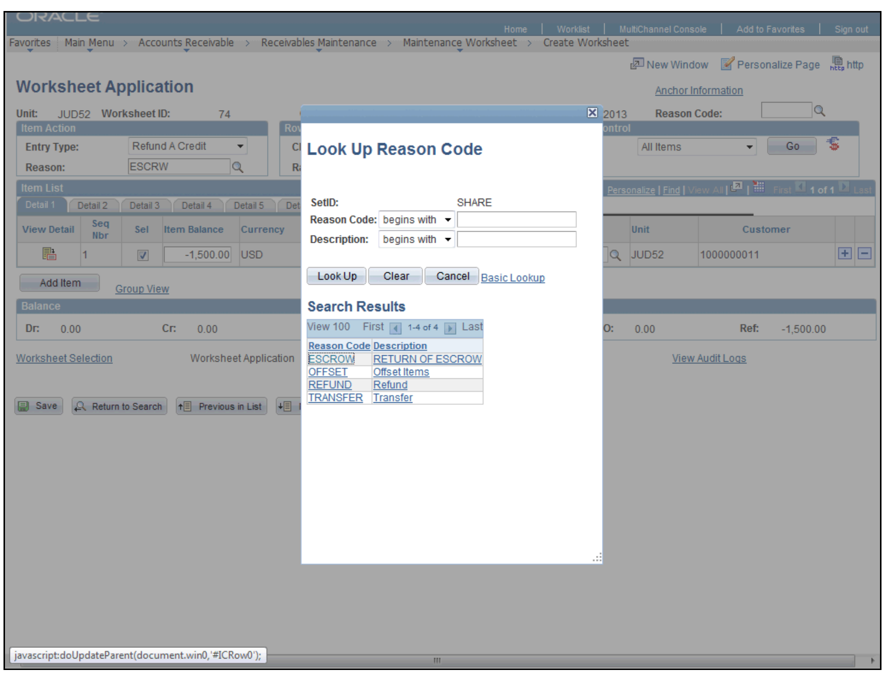
Step	Action
10.	The **Create Worksheet - Worksheet Selection** page displays. Click the **Look up Cust ID** button. 



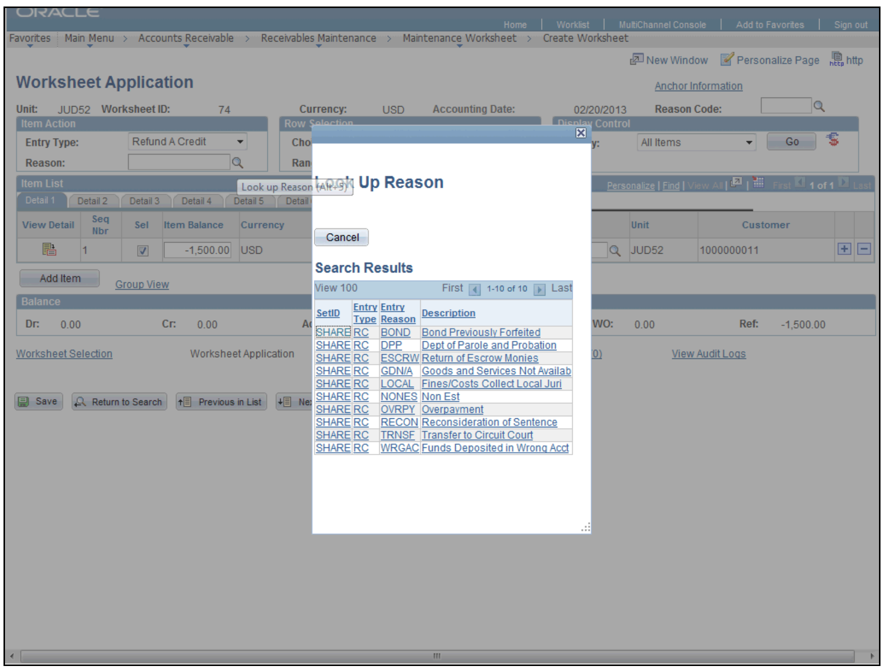
Step	Action
11.	The **Look Up Cust ID** window displays. Click the **Escrow local 222** link. Escrow local 222
12.	Click the **Build** button. Build



Step	Action
13.	The **Worksheet Application** page displays. Click the **Look up Reason Code** button.

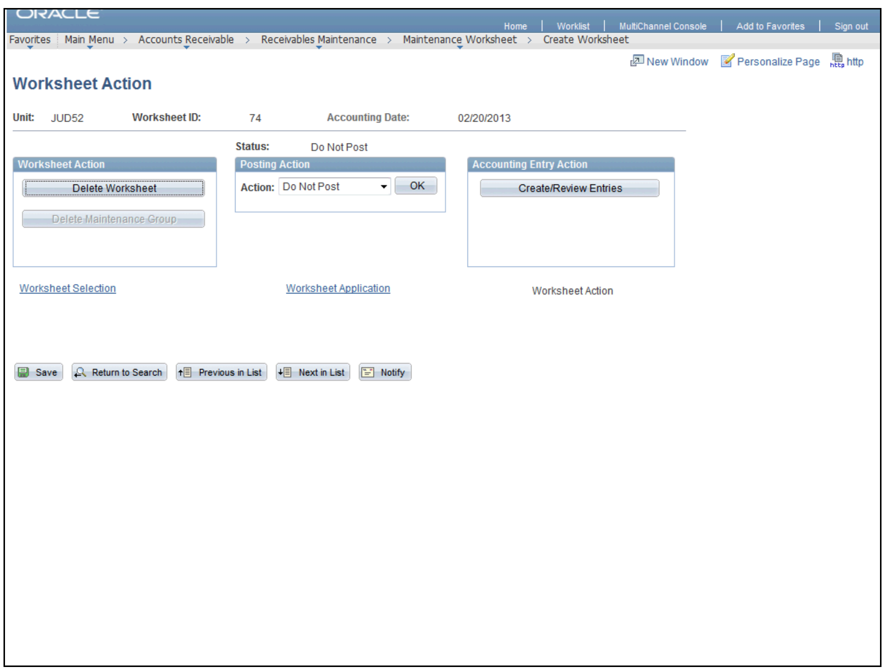


Step	Action
14.	The **Look Up Reason Code** window displays. Click the **RETURN OF ESCROW** link. RETURN OF ESCROW
15.	Click the **Entry Type** list. Offset an Item
16.	Click the **Refund A Credit** list item. Refund A Credit
17.	Click the **Look up Reason** button.



Step	Action
18.	The **Look Up Reason** window displays. Click the **Return of Escrow Monies** link. Return of Escrow Monies
19.	Click the **Sel** option for the line item if it is not already selected.

Step	Action
20.	Click the **Refresh** button. **NOTE:** The Type on the line next to the selected item is populated with RC (Refund Credit) and the Reason is auto populated with ESCRW (Return of Escrow Monies). Refresh
21.	Click the **Save** button. Save
22.	Click the **Worksheet Action** link. Worksheet Action



Step	Action
23.	The **Worksheet Action** page displays. Click the **Action** list. Do Not Post
24.	Click the **Batch Standard** list item. Batch Standard
25.	Click the **OK** button. OK

Step	Action
26.	Click the **Save** button. 
27.	You have successfully completed the *Creating a Return of Escrow Transaction* topic. You have learned how to: - create a return of escrow transaction **End of Procedure.**

4.2.3 Running the AR Update

Upon completion of the Single Action Invoice process, the Receivable Update **(ARUPDATE)** process should be run in order for any Escrow payments to posted to the local customer's account. The **Run AR Update (ARUPDATE)** process also posts any maintenance worksheets in Accounts Receivable. The process updates customer balances and item status and creates accounting entries for a specified Business Unit within an accounting date range.

It is important to note that when the ARUPDATE job is run, all activity set to post for a business unit will be posted, regardless of the type of activity. For example, if pending billing items and payments for a batch agency are set to post, both the pending item activity and the payment activity will be posted.

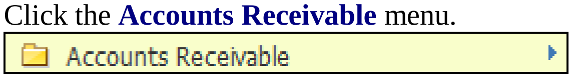
It is also important not to run multiple instances of ARUPDATE for a given business unit at the same time. This is not recommended and may result in system issues.

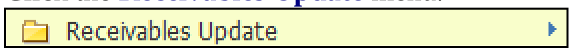
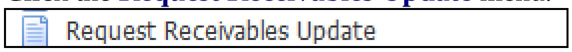
After completing this topic, you will learn how to:

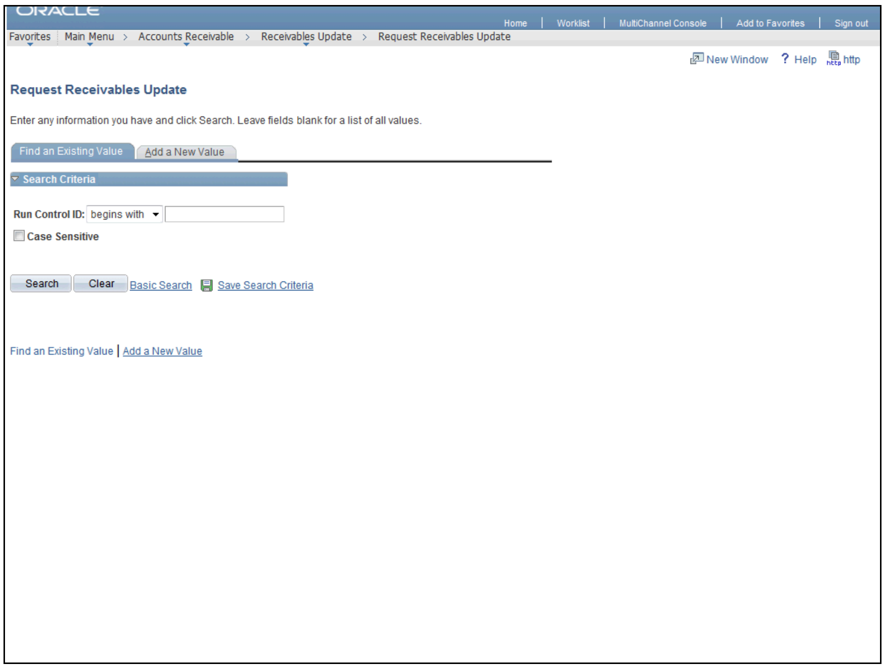
- Process the Run AR Update (ARUPDATE)

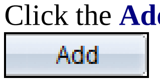
Procedure

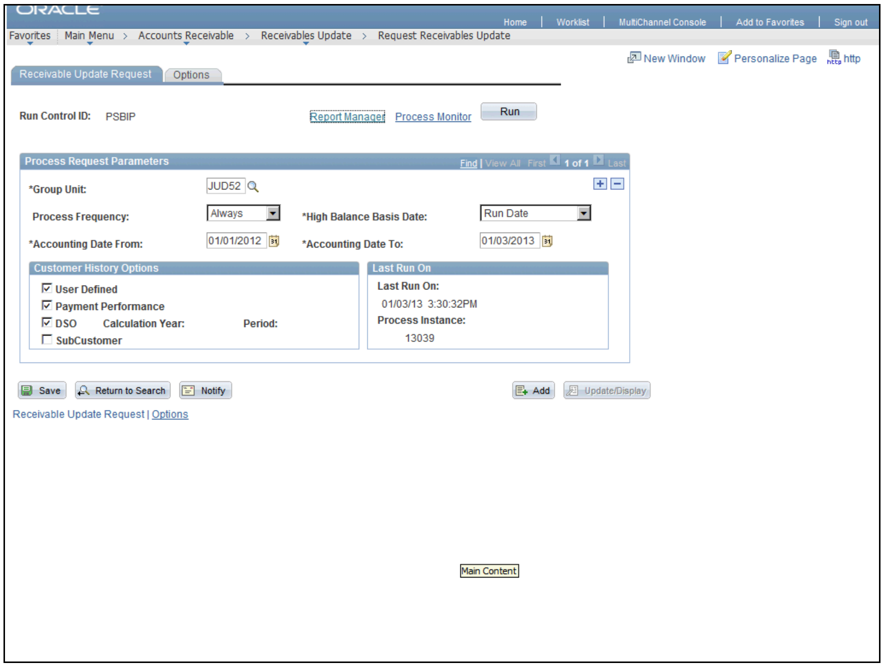
In this topic, you will execute the **AR update (ARUPDATE)**.

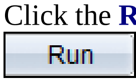
Step	Action
1.	Begin by navigating to the **Request Receivables Update** page. Click the **Main Menu** button. 
2.	Click the **Accounts Receivable** menu. 

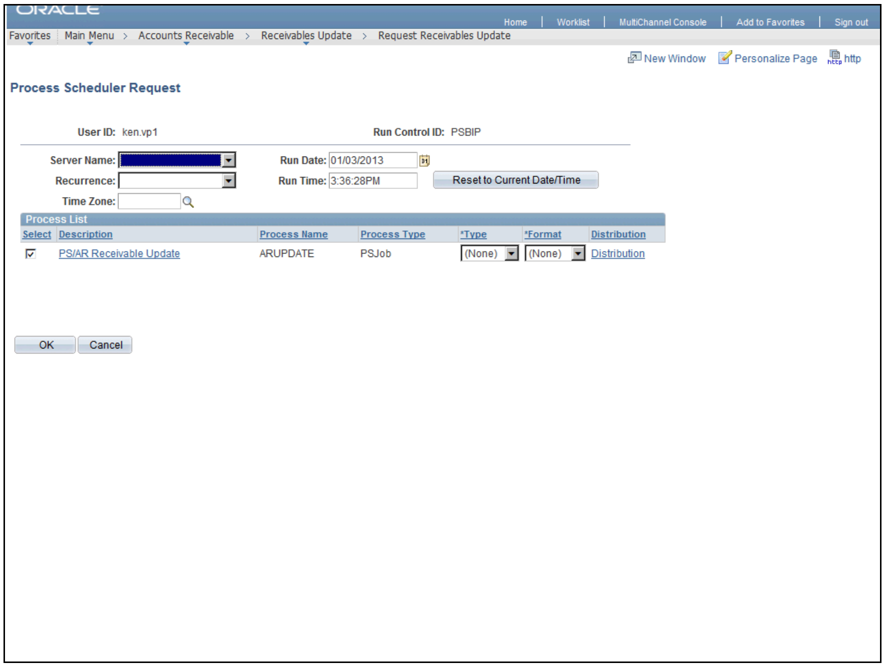
Step	Action
3.	Click the **Receivables Update** menu. 
4.	Click the **Request Receivables Update** menu. 

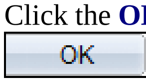
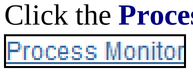


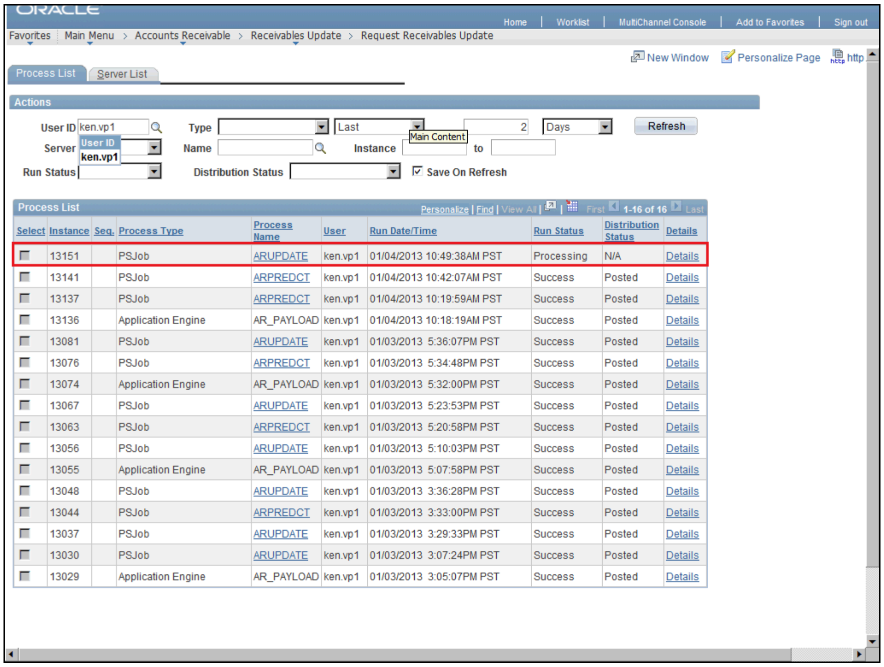
Step	Action
5.	The **Request Receivables Update** page displays. **NOTE:** If you have previously created a run control to run the AR Update process, you can search for the run control using the **Find an Existing Value** page. Create a new run control if one does not already exist. lick the **Add a New Value** tab to add a new run control. 
6.	Enter the desired information into the **Run Control ID** field.
7.	Click the **Add** button. 



Step	Action
8.	Make sure the **Run Control** settings are consistent with the values and selections in the screenshot. Adjust the **Accounting Date From** and **Accounting Date To** values so that they include the dates of the transactions you processed. Click the **Run** button. 



Step	Action
9.	The **Process Scheduler Request** page displays. Use this page to enter and schedule your request. Click the **OK** button. 
10.	Click the **Process Monitor** link. 



Step	Action
11.	The **Process List** page displays. This example shows the ARUPDATE process **Run Status** is "Processing" and **Distribution Status** is "N/A". Click the **Refresh** button. Refresh
12.	Verify that the **Accounts Receivable** process has been run and has a **Distribution Status** of "Posted".
13.	You have successfully completed the *Run AR Update* topic. You have learned to: - execute the AR Update process **End of Procedure.**

4.2.4 Loading to AP for Voucher Creation

In this topic, you will load to AP to create a voucher. This step uses delivered functionality to "refund" the "customer's" on-account open-item.

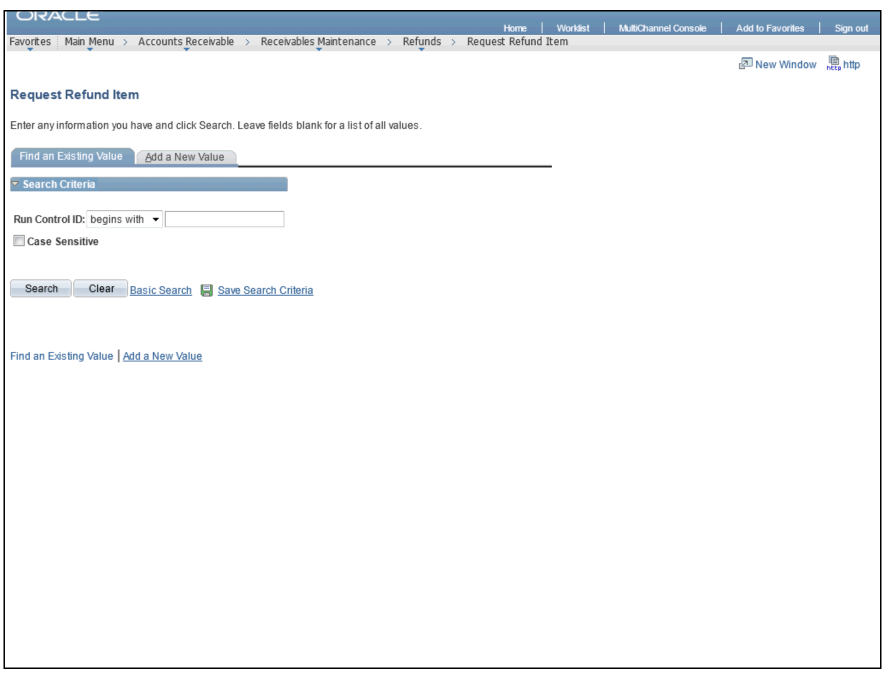
After completing this topic, you will be able to:

- Load to AP to create a voucher

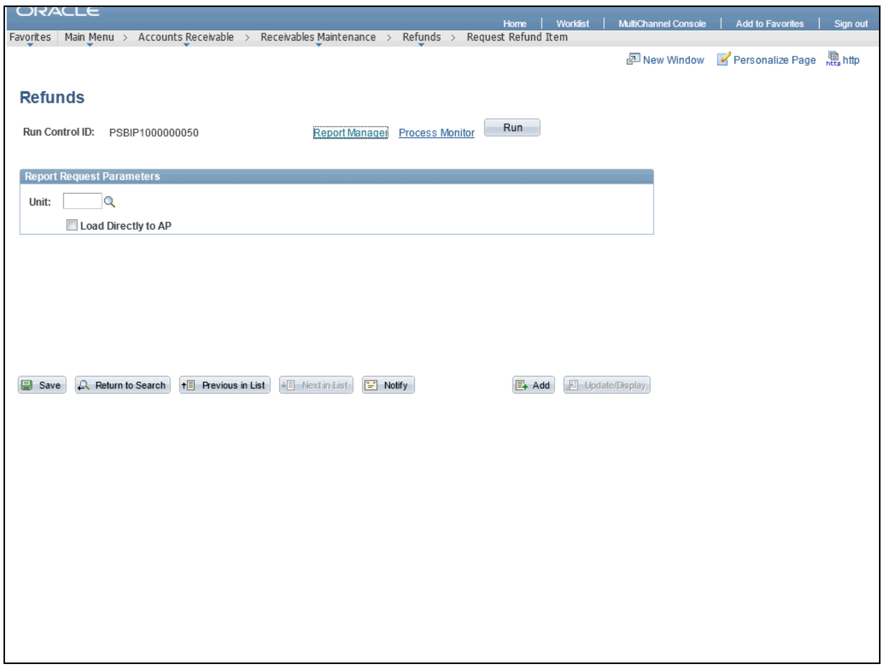
Procedure

In this topic, you will load to AP to create a voucher.

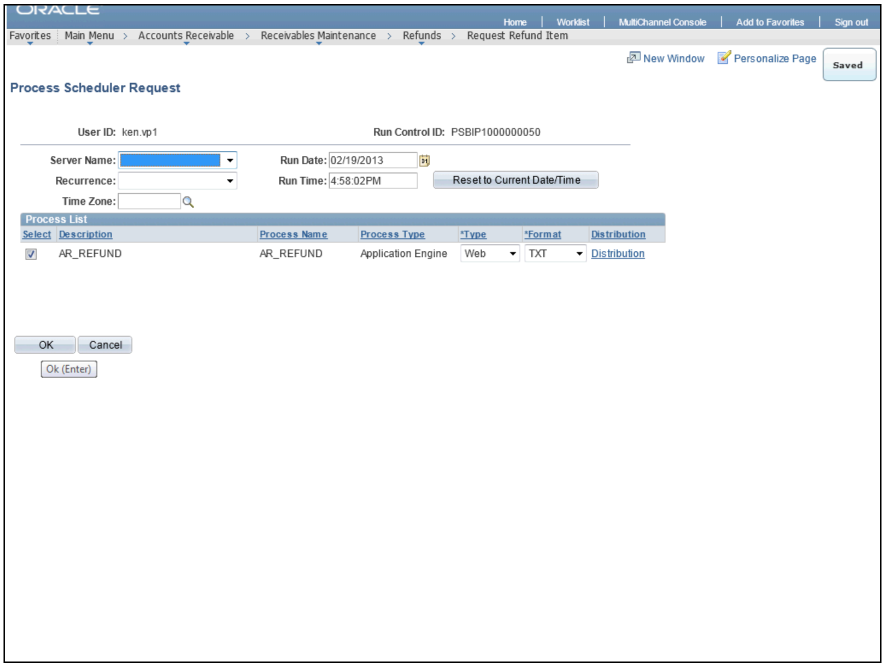
Step	Action
1.	Navigate to the **Refunds** page. Click the **Main Menu** button. Main Menu
2.	Click the **Menu sort** button.
3.	Click the **Accounts Receivable** menu. Accounts Receivable
4.	Click the **Receivables Maintenance** menu. Receivables Maintenance
5.	Click the **Refunds** menu. Refunds
6.	Click the **Request Refund Item** menu. Request Refund Item



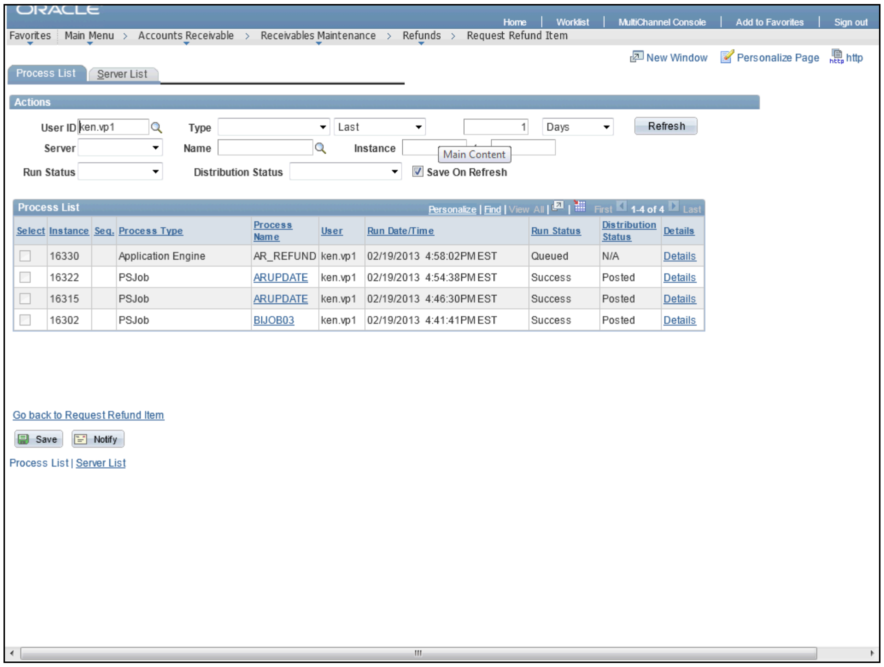
Step	Action
7.	The **Request Refund Item** search page displays. Click the **Search** button. Search
8.	Click the **PSBIP1000000050** link. PSBIP1000000050

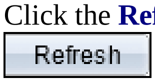
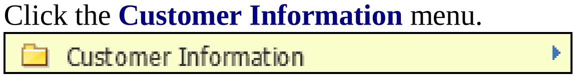
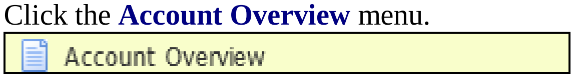


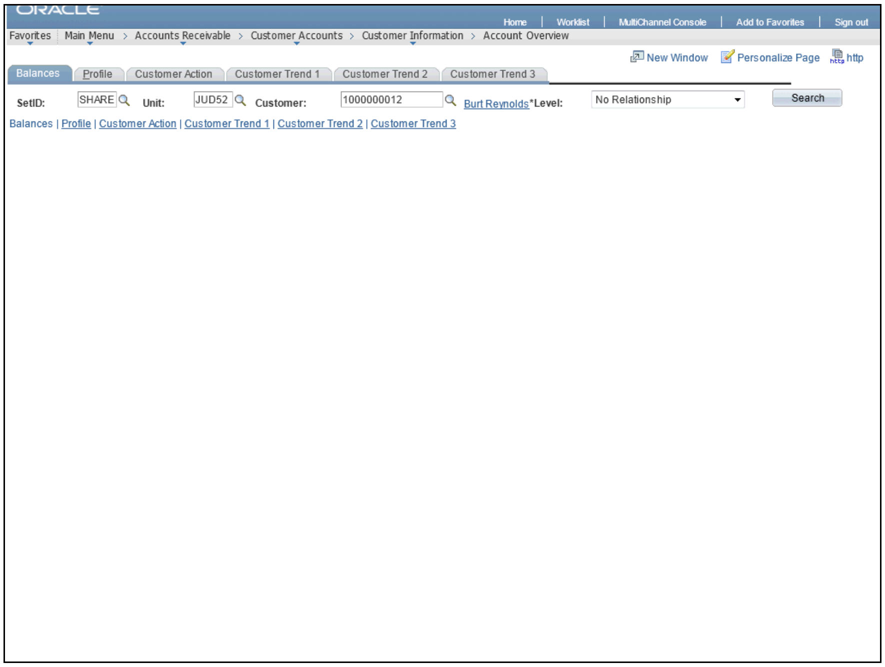
Step	Action
9.	The **Refunds** page displays. Enter the desired information into the **Unit** field. Enter "**jud52**".
10.	Click the **Load Directly to AP** option. Load Directly to AP
11.	Click the **Run** button. Run



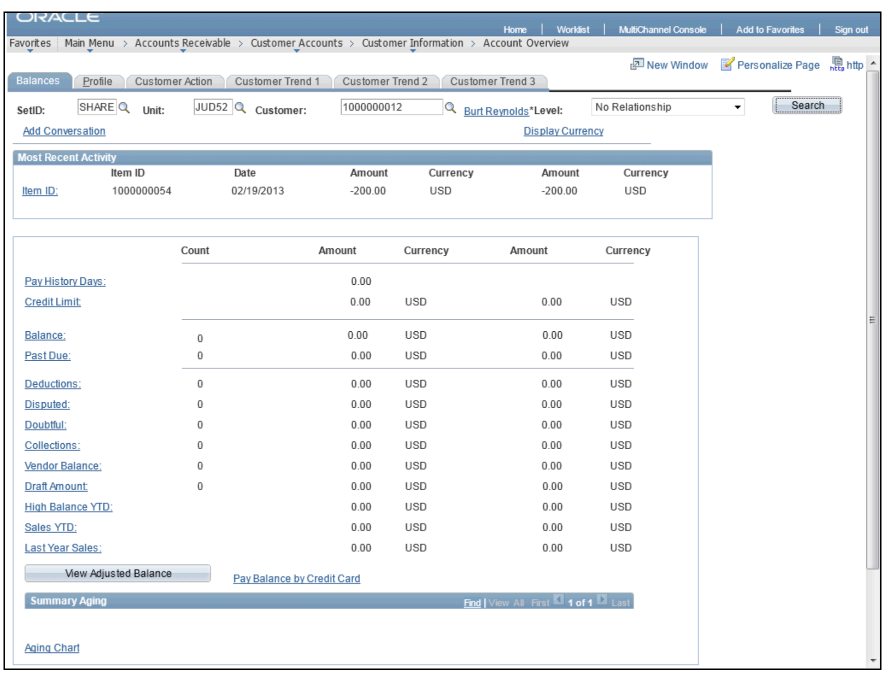
Step	Action
12.	The **Process Scheduler Request** page displays. Click the **OK** button. OK
13.	Click the **Process Monitor** link. Process Monitor



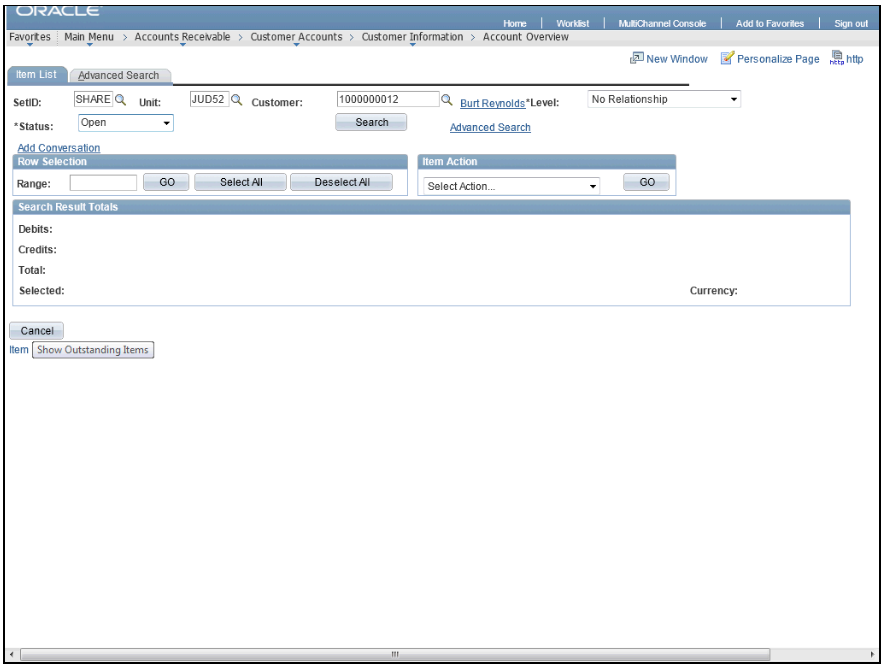
Step	Action
14.	The **Process List** displays. Click the **Refresh** button. 
15.	Click the **Accounts Receivable** menu once the Run Status reads **Success** and the Distribution Status reads **Posted**. 
16.	Click the **Customer Accounts** menu. 
17.	Click the **Customer Information** menu. 
18.	Click the **Account Overview** menu. 



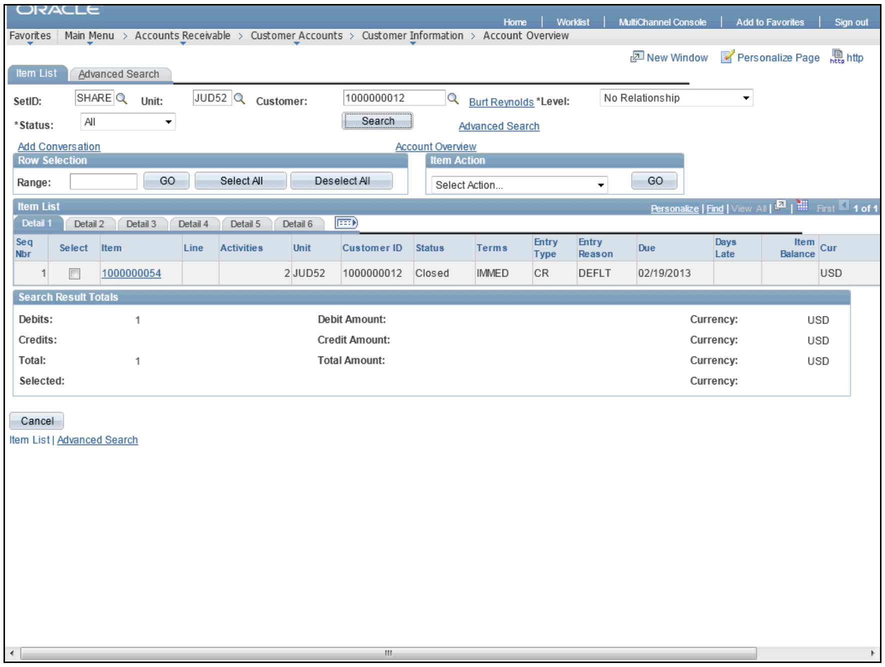
Step	Action
19.	The **Account Overview - Balances** page displays. Click the **Search** button. 



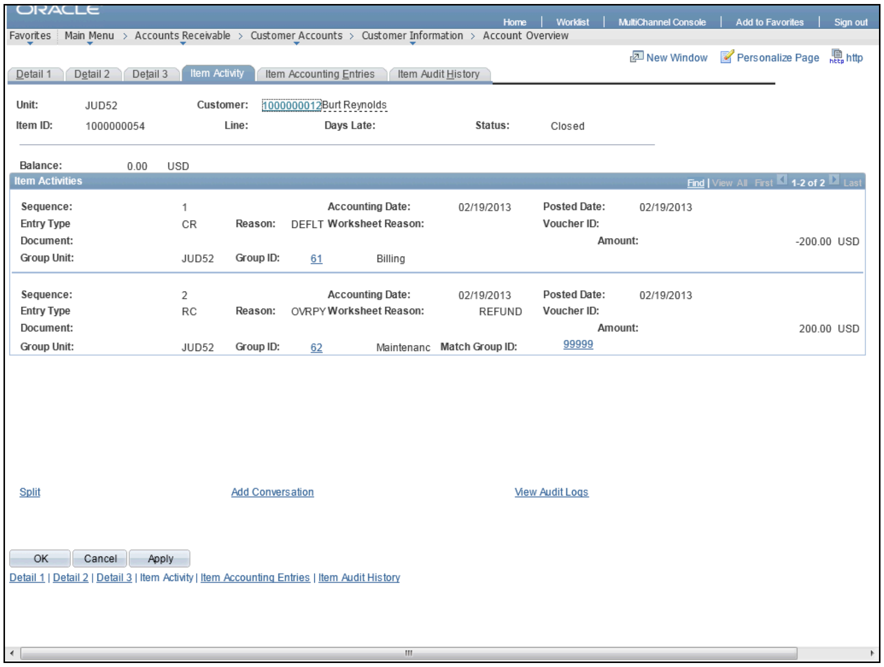
Step	Action
20.	Click the **Balance** link. Balance



Step	Action
21.	The **Item List** displays. Click the **Status** list. Open
22.	Click the **All** list item. All
23.	Click the **Search** button. Search



Step	Action
24.	Click the **1000000054** link. 
25.	The **Item - Detail 1** page displays. Click the **Item Activity** tab. 



Step	Action
26.	The **Item Activity** page displays. Review the information on the page. Note: The RC, Refund a Credit and Reason: ESCRW are displayed and the item is closed.
27.	You have successfully completed the *Loading to AP for Voucher Creation* topic. You have learned how to: - load to AP from AR **End of Procedure.**

Lesson 5: Processing Deferred Payments

Lesson Overview

The first step in this end-to-end process is entering an invoice with a status of Hold to prevent processing, since it is entered for tracking purposes only.

This section walks through how to update the invoice to reflect a deferred payment extension, how to process a partial payment, and how to process a payment for the full remaining amount. This process is only applicable to District Court.

Lesson Objectives

After completing this section, you will be able to:

- enter a deferred payment invoice
- update a deferred payment
- process full and partial payments
- print a pro forma Deferred Invoice

5.1 Entering a Deferred Payment Invoice and Printing a Pro Forma Invoice

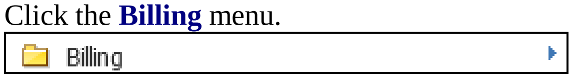
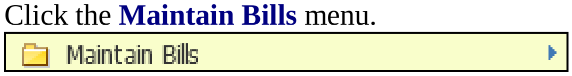
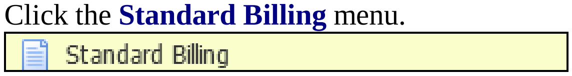
We will enter an invoice with a Status of Hold using an existing Customer.

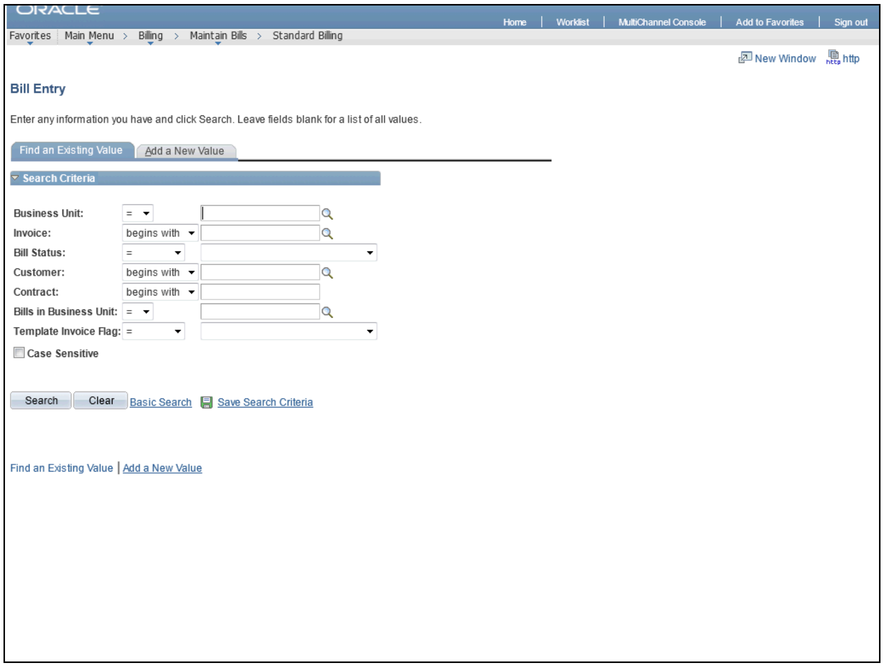
After completing this topic, you will be able to:

- saved an invoice with a Status of Hold.
- generates an Invoice Number.

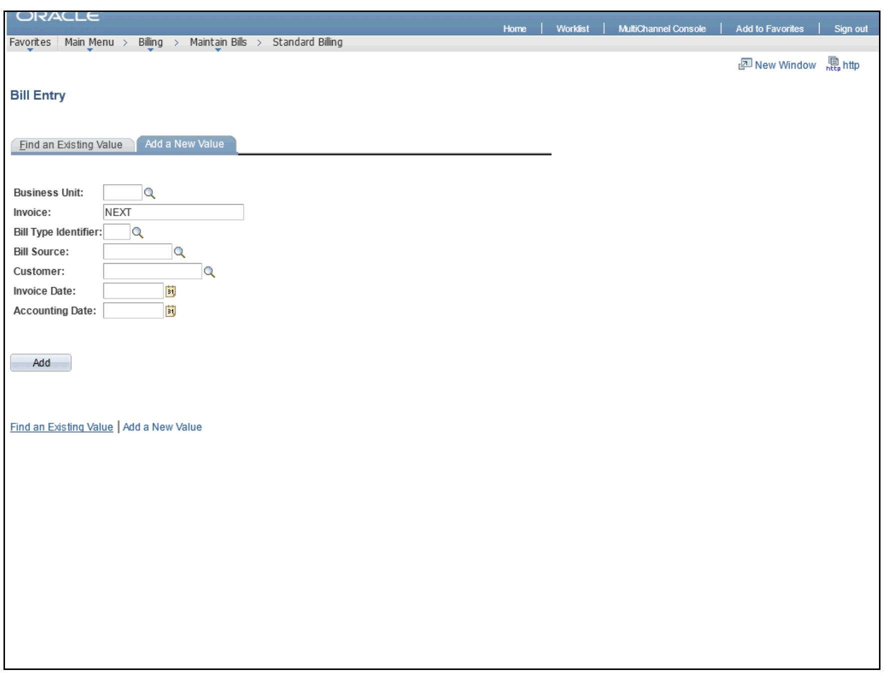
Procedure

In this topic, you learn how to be able to enter a deferred payment invoice and print it.

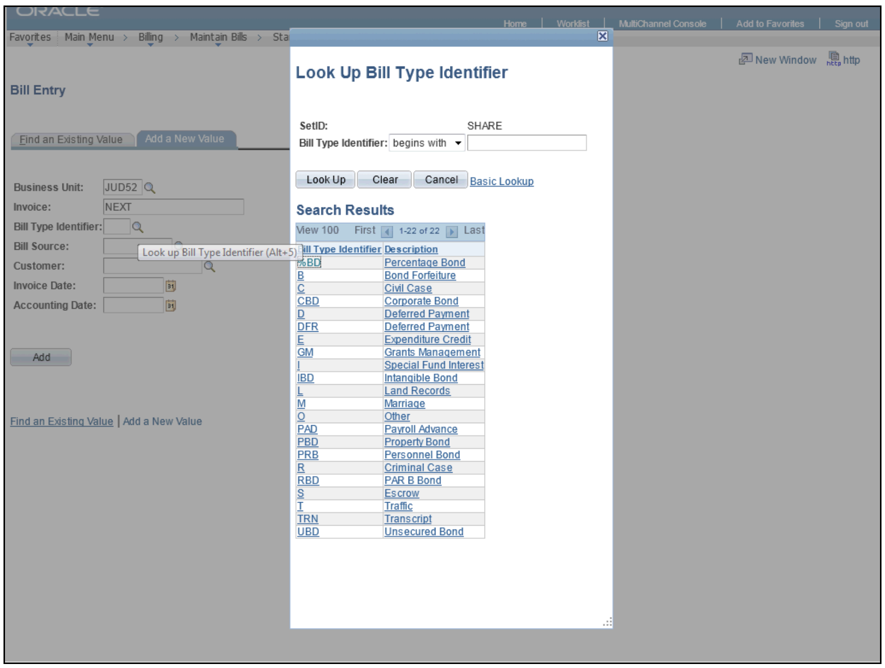
Step	Action
1.	Begin by navigating to the **Standard Billing** page. Click the **Main Menu** button. 
2.	Click the **Menu sort** button. 
3.	Click the **Billing** menu. 
4.	Click the **Maintain Bills** menu. 
5.	Click the **Standard Billing** menu. 



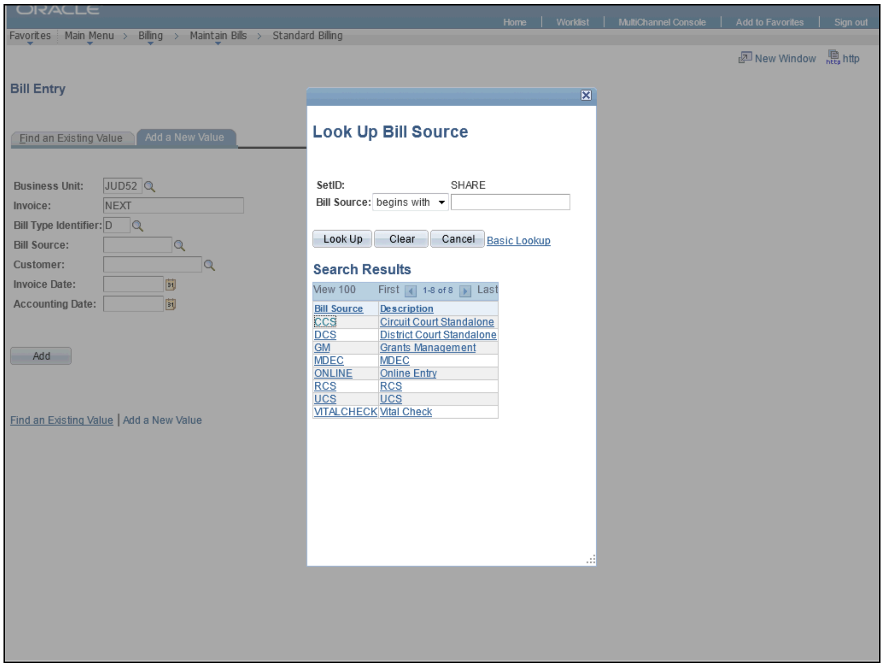
Step	Action
6.	The **Bill Entry** search page displays. Click the **Add a New Value** tab. Add a New Value



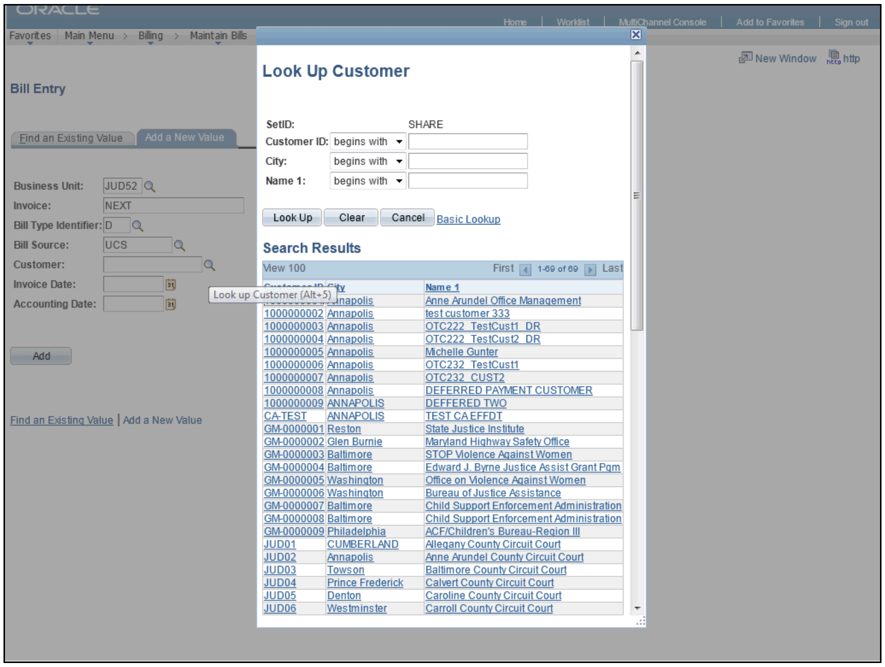
Step	Action
7.	The **Add a New Value** tab displays. Enter your Business Unit in the **Business Unit** field. For this example, enter "**JUD52**."
8.	Click the **Look up Bill Type Identifier** button.



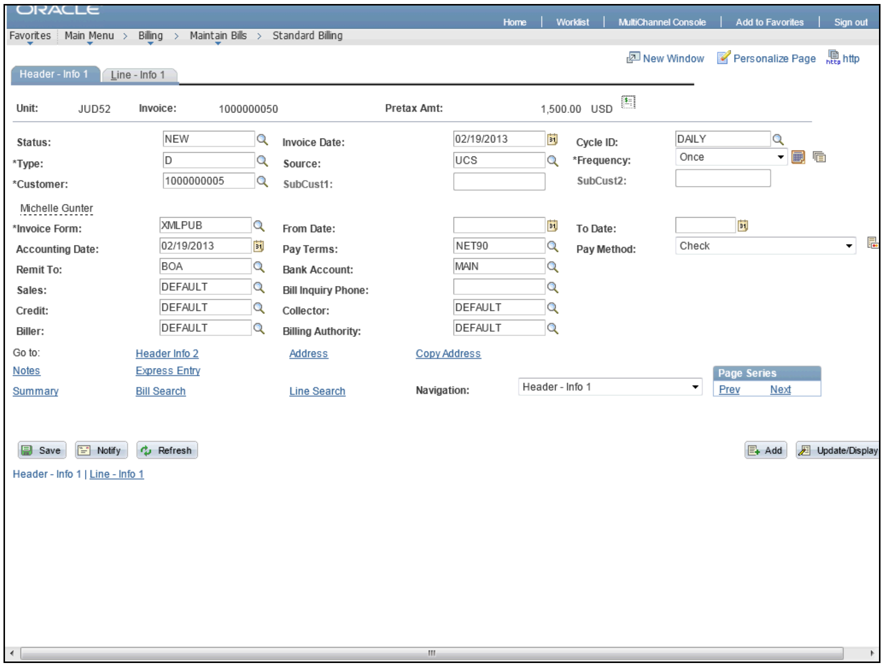
Step	Action
9.	The **Look up Bill Type Identifier** window displays. Click the **Deferred Payment** option. DFR Deferred Payment
10.	Click the **Look up Bill Source** button.



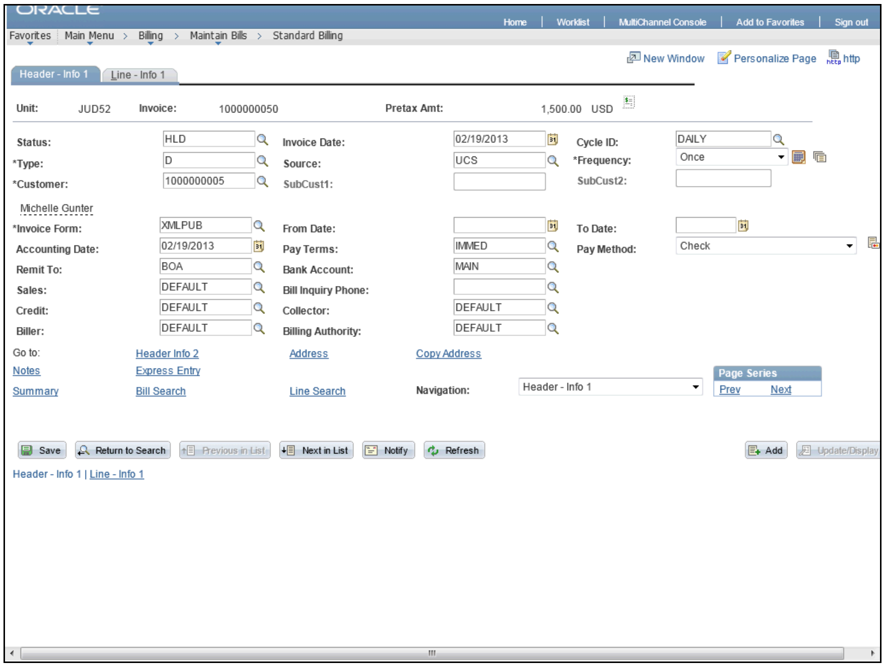
Step	Action
11.	The **Look Up Bill Source** window displays. Click the **ONLINE** option. ONLINE
12.	Click the **Look up Customer** button. 



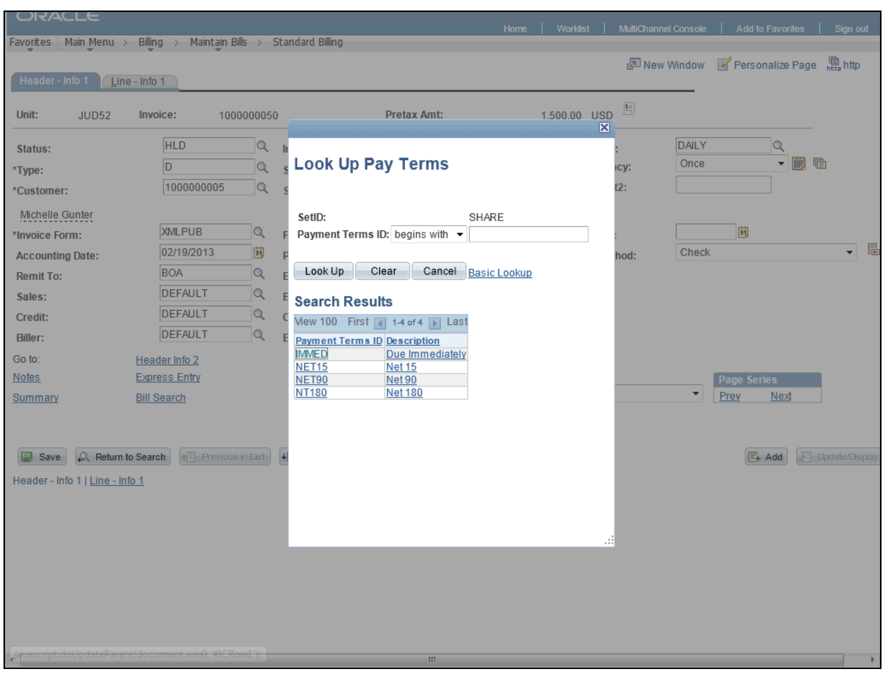
Step	Action
13.	The **Look Up Customer** window displays. Select your **Local Customer**. For this example, click **Michelle Gunter**. Michelle Gunter
14.	Enter "**t**" in the **Invoice Date** field.
15.	Enter "**t**" in the **Accounting Date** field.
16.	Click the **Add** button. Add



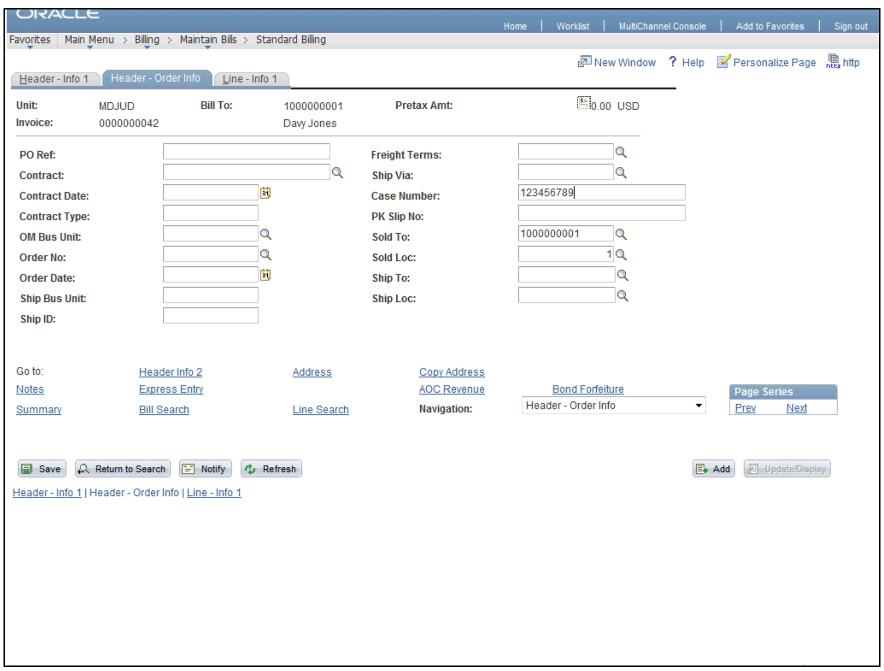
Step	Action
17.	The **Header - Info 1** tab displays. Click the **Look up Status** button. 
18.	Click the **Hold Bill** option. Hold Bill



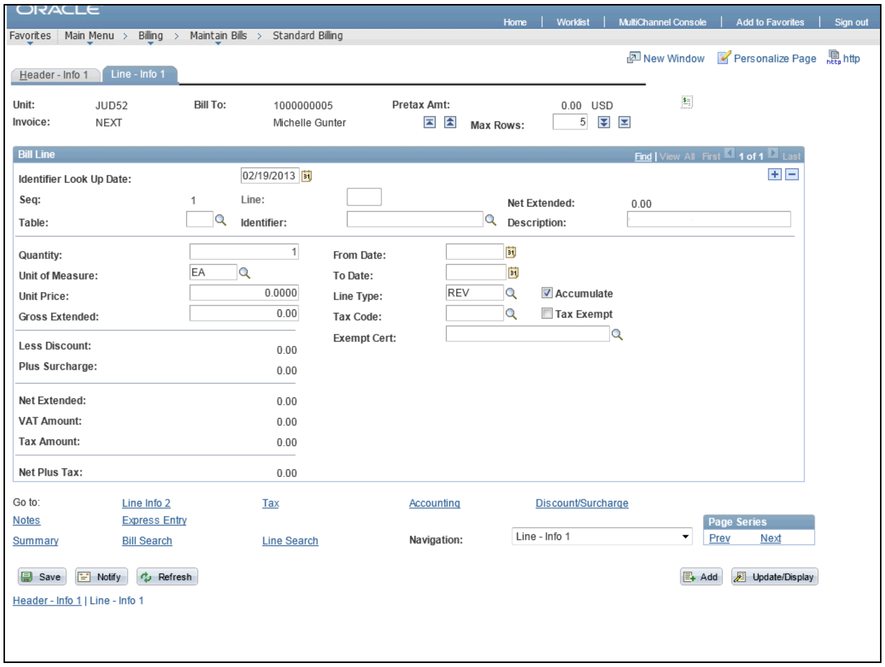
Step	Action
19.	Click the **Look up Pay Terms** button. 



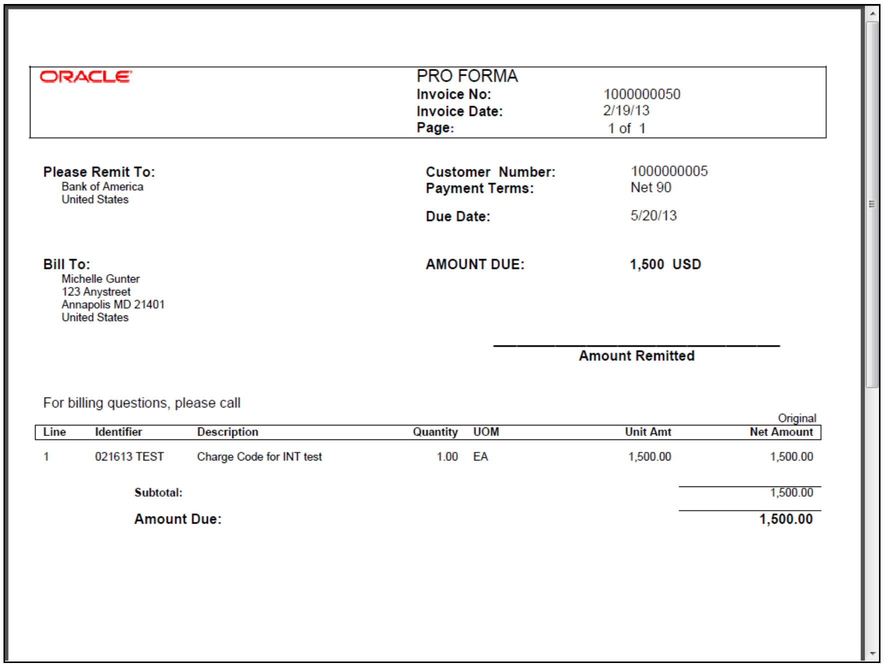
Step	Action
20.	The **Look Up Pay Terms** window displays. Click the **NET90** option. NET90
21.	Ensure that the **Header** information that defaulted on the bill is correct, such as Bank Account. The values in the **Sales**, **Credit**, **Biller**, **Collector**, and **Billing Authority** are required for PeopleSoft to operate, but are not applicable for Judiciary business processes.
22.	Click the **Navigation** list. Header - Info 1
23.	Click the **Header - Order Info** list item. Header - Order Info



Step	Action
24.	The **Header - Order Info** tab displays. Enter the desired information into the **Case Number** field. For this example, enter "**123456789**".
25.	Click the **Line - Info 1** tab. Line - Info 1



Step	Action
26.	The **Line - Info 1** tab displays. Enter an amount in the **Gross Extended** field. For this example, enter "**1500**."
27.	Enter a description to signify the total billed amount of the deferred payment in the **Description** field. For this example, enter "**Total Deferred Payment Billed Amount**." **Note:** The description field will be displayed on the invoice.
28.	Click the **Save** button. 
29.	If you wish to add notes to your invoice, click the **Notes** link at the bottom of the page. This note will also be printed under the Total Amount line.
30.	Click the **Pro Forma** button. 



ORACLE

PRO FORMA
Invoice No: 1000000050
Invoice Date: 2/19/13
Page: 1 of 1

Please Remit To:
Bank of America
United States

Customer Number: 1000000005
Payment Terms: Net 90
Due Date: 5/20/13

Bill To:
Michelle Gunter
123 Anystreet
Annapolis MD 21401
United States

AMOUNT DUE: 1,500 USD

Amount Remitted

For billing questions, please call

Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount
1	021613 TEST	Charge Code for INT test	1.00	EA	1,500.00	1,500.00

Subtotal: 1,500.00

Amount Due: 1,500.00

Step	Action
31.	The **Pro Forma** statement displays in a new window. Print the Pro Forma invoice if needed.
32.	You have successfully completed the *Enter Deferred Payment Invoice and Print Pro Forma Invoice* topic. You have learned to: - enter a deferred payment invoice - send an invoice to print **End of Procedure.**

5.2 Updating the Invoice for Deferred Payment Extension

This topic walks through the process of updating the invoice with new payment terms to reflect a deferred payment extension.

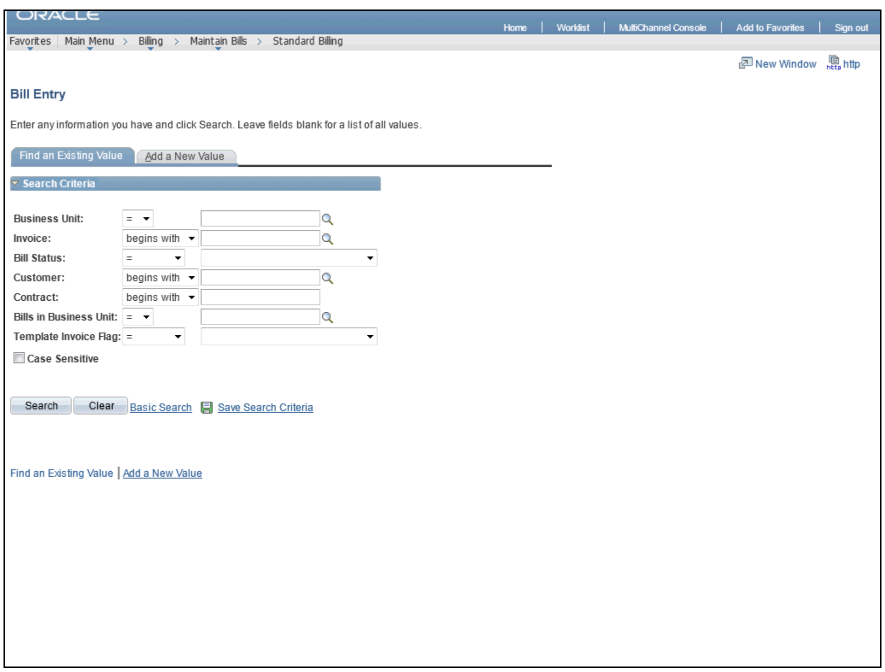
After completing this topic, you will be able to:

- save the invoice with the new payment terms entered.

Procedure

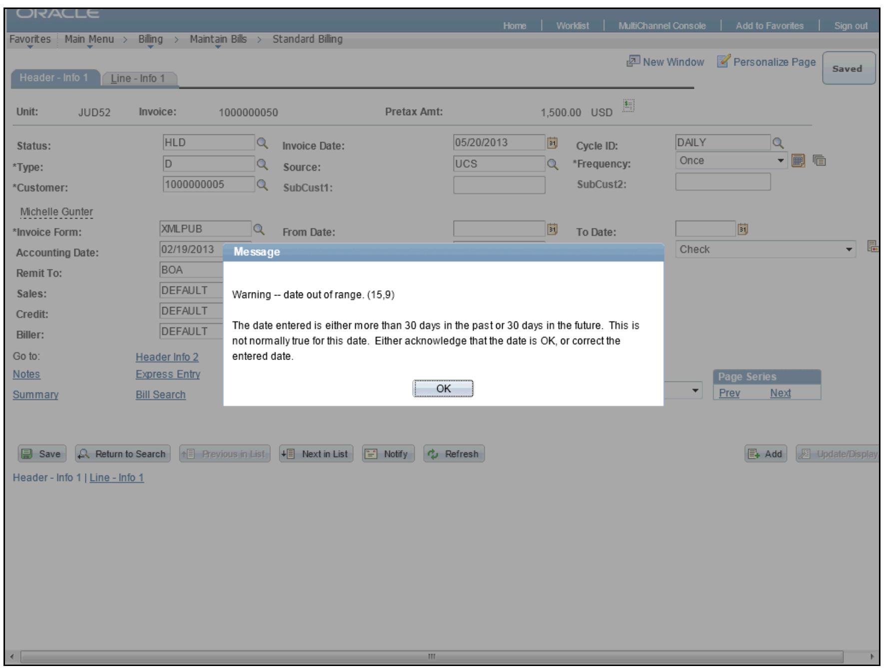
In this topic, you will learn how to update the invoice for deferred payment extension.

Step	Action
1.	Begin by navigating to the **Standard Billing** page. Click the **Main Menu** button. Main Menu
2.	Click the **Menu sort** button.
3.	Click the **Billing** menu. Billing
4.	Click the **Maintain Bills** menu. Maintain Bills
5.	Click the **Standard Billing** menu. Standard Billing

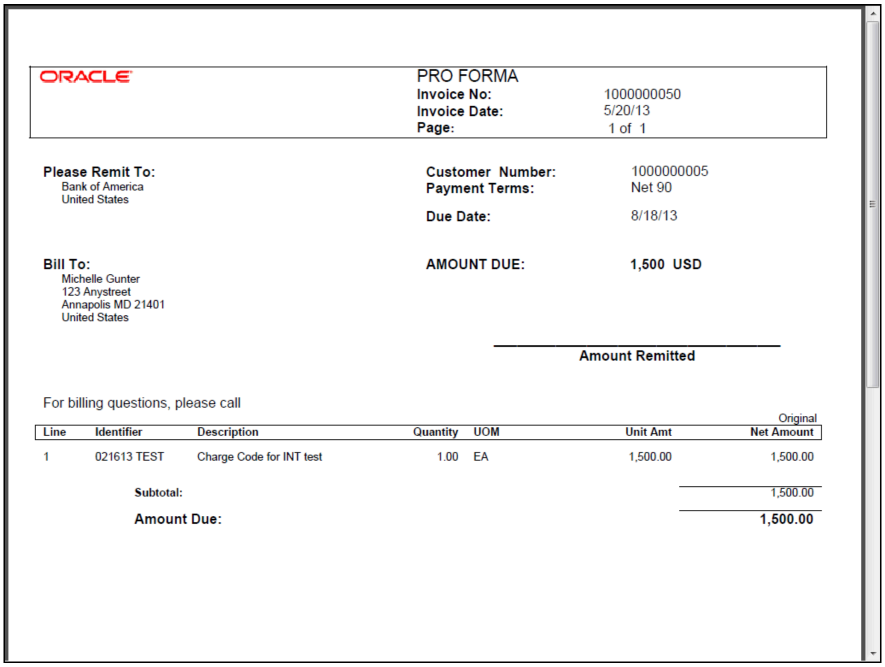


Step	Action
6.	The **Bill Entry** search page displays. Enter your Business Unit in the **Business Unit** field. For this example, enter "**JUD52**."

Step	Action
7.	Click the **Search** button. Search
8.	Select the invoice you created. For this example, click **Invoice 100000050**. 1000000050
9.	The **Header - Info 1** page displays. For a 90 day extension, enter a date that is 90 days after the original **Invoice Date**. For this example, enter "**05/20/13**" since it is 90 days after 02/19/13..
10.	Click the **Save** button. Save



Step	Action
11.	A message will appear alerting you that the date is out of normal range. Click the **OK** button. OK
12.	Click the **Pro Forma** button. 



ORACLE

PRO FORMA
Invoice No: 1000000050
Invoice Date: 5/20/13
Page: 1 of 1

Please Remit To:
Bank of America
United States

Customer Number: 1000000005
Payment Terms: Net 90
Due Date: 8/18/13

Bill To:
Michelle Gunter
123 Anystreet
Annapolis MD 21401
United States

AMOUNT DUE: **1,500 USD**

Amount Remitted

For billing questions, please call

Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount
1	021613 TEST	Charge Code for INT test	1.00	EA	1,500.00	1,500.00

Subtotal: 1,500.00
Amount Due: **1,500.00**

Step	Action
13.	The **Pro Forma** statement displays in a new window. Make sure the Invoice Date and Due Date were updated properly on the Pro Forma invoice.
14.	You have successfully completed the *Update Invoice for Deferred Payment Extension* topic. You have learned to: - update the invoice for deferred payment **End of Procedure.**

5.3 Processing a Partial Payment

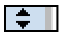
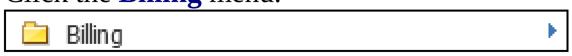
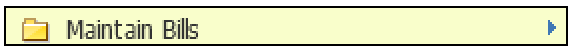
This topic walks through the steps to record a partial payment, which is performed by adding a new line on the invoice.

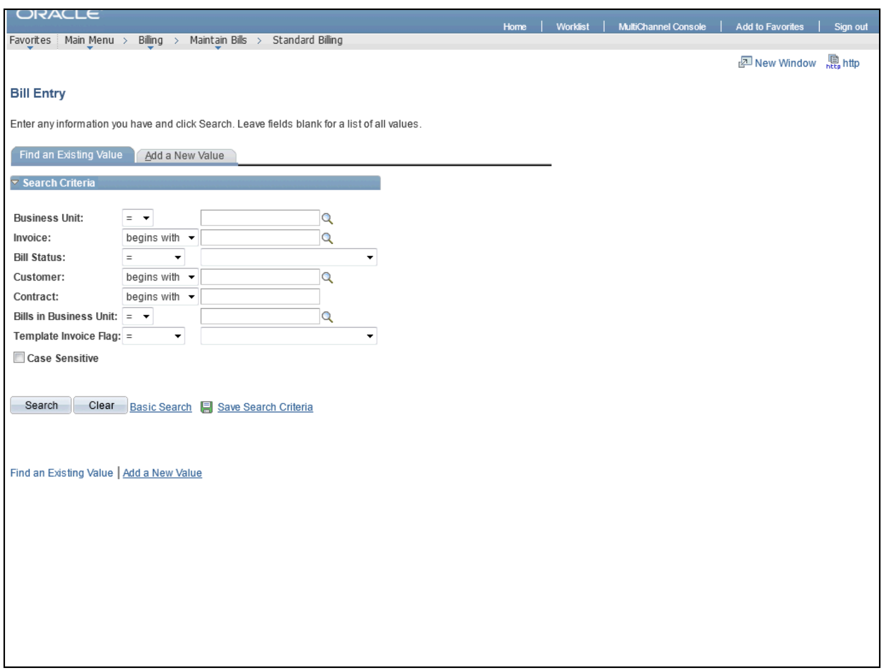
After completing this topic, you will be able to:

- save an invoice with the addition of a new line to record a partial payment.

Procedure

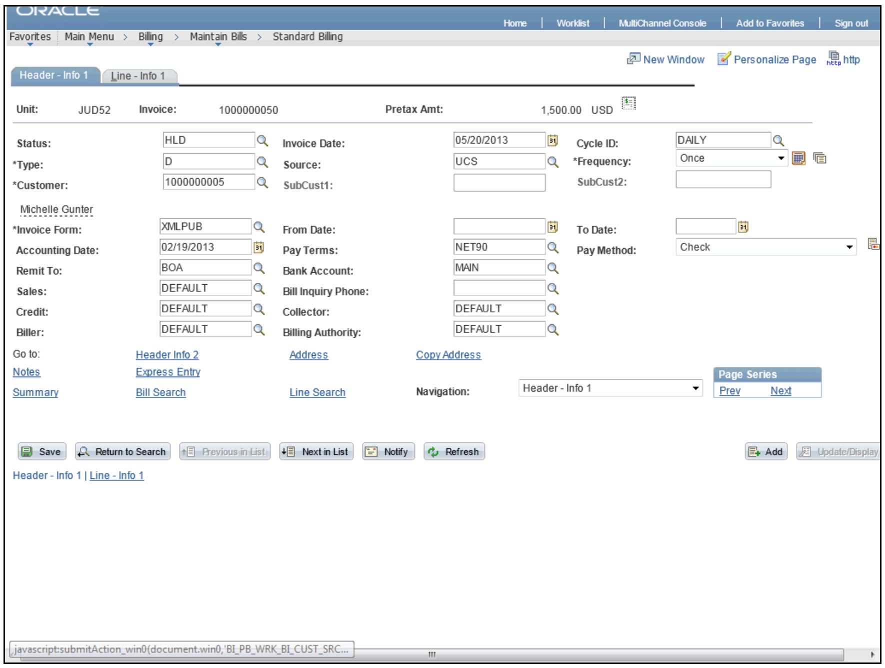
In this topic, you will learn how to process a partial payment.

Step	Action
1.	Begin by navigating to the **Standard Billing** page. Click the **Main Menu** button. 
2.	Click the **Menu sort** button. 
3.	Click the **Billing** menu. 
4.	Click the **Maintain Bills** menu. 
5.	Click the **Standard Billing** menu. 

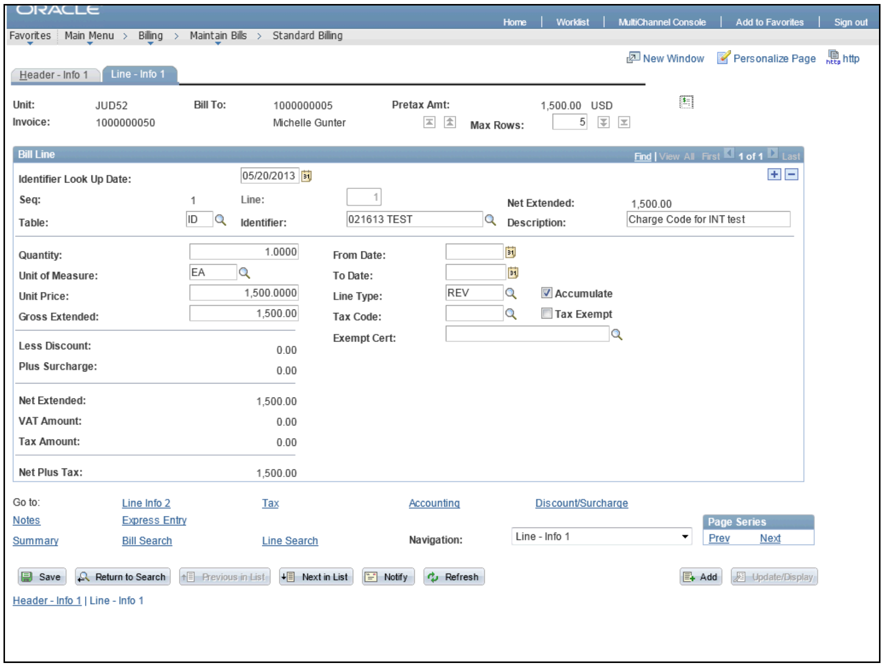


Step	Action
6.	The **Bill Entry** search page displays. Enter your Business Unit in the **Business Unit** field. For this example, enter "**JUD52**."

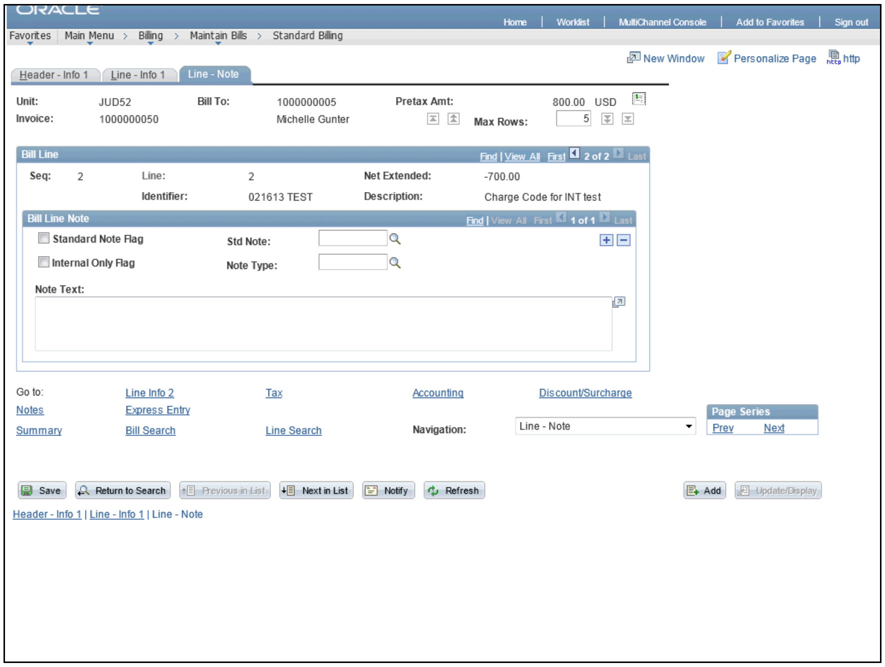
Step	Action
7.	Click the **Search** button. Search
8.	Select the invoice you created. For this example, click **Invoice 1000000050**. 1000000050

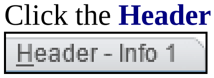


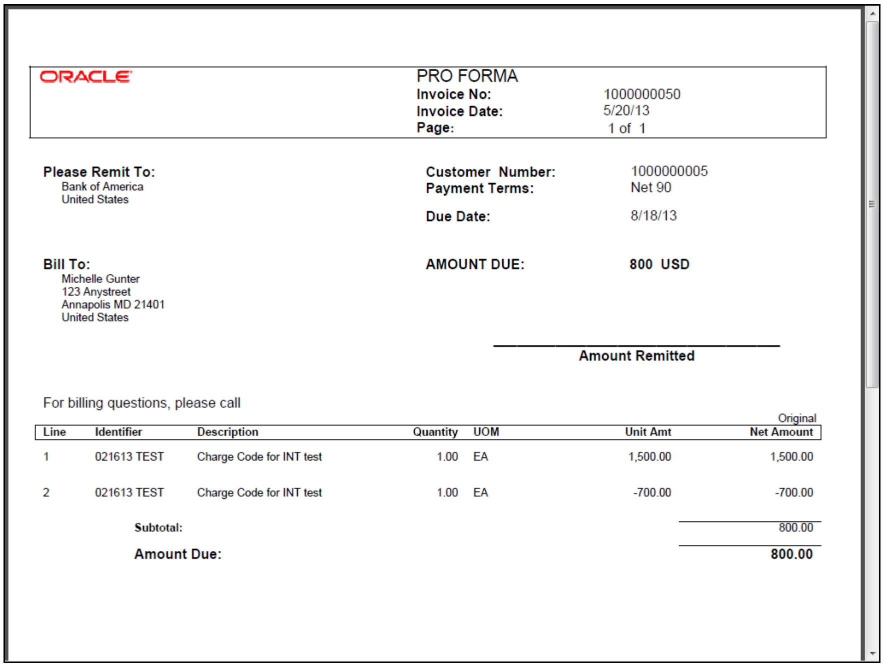
Step	Action
9.	The **Standard Billing - Header - Info 1** page displays. Click the **Line - Info 1** tab. Line - Info 1



Step	Action
10.	The **Line - Info 1** page displays. Click the **Add a new row at row 1** button.
11.	Enter the date of the partial payment in the **Identifier** field. For this example, enter "**06/20/13**."
12.	Enter the amount of the partial payment as a negative number in the **Gross Extended** field. For this example, enter "**-700**."
13.	Enter a description to signify the partial payment in the **Description** field. For this example, enter "**Partial Payment**."
14.	Click the **Notes** link. Notes



Step	Action
15.	The **Line - Note** tab displays. Enter any notes associated with the second bill line in the **Note Text** field. For this example, enter **6/20/2013**.
16.	Click the **Save** button. 
17.	Click the **Header - Info 1** tab. 
18.	Click the **Pro Forma** button. 



ORACLE

PRO FORMA
Invoice No: 1000000050
Invoice Date: 5/20/13
Page: 1 of 1

Please Remit To:
Bank of America
United States

Customer Number: 1000000005
Payment Terms: Net 90
Due Date: 8/18/13

Bill To:
Michelle Gunter
123 Anystreet
Annapolis MD 21401
United States

AMOUNT DUE: 800 USD

Amount Remitted

For billing questions, please call

Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount
1	021613 TEST	Charge Code for INT test	1.00	EA	1,500.00	1,500.00
2	021613 TEST	Charge Code for INT test	1.00	EA	-700.00	-700.00

Subtotal: 800.00
Amount Due: 800.00

Step	Action
19.	The **Pro Forma** statement displays in a new window. Review and then print the invoice if needed.
20.	You have successfully completed the *Process Partial Payment* topic. You have learned to: - process a partial payment **End of Procedure.**

5.4 Processing a Full Payment

This topic walks through the steps to record a payment for the full remaining amount, which is performed by adding a new line to the invoice. The last step is to update the invoice with a Status of Canceled to preserve history and prevent processing, since it was entered for tracking purposes only. Adding a new line for a credit amount to bring the invoice amount to $0.00 is an optional step, and is not required in order to change the Header Status to "Cancelled".

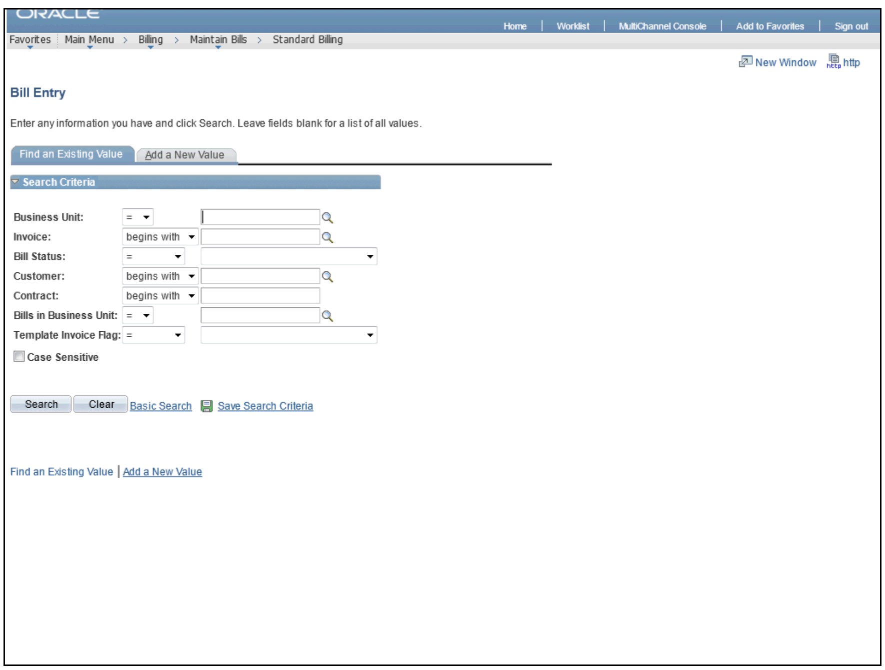
After completing this topic, you will be able to:

- save an invoice with a new line to record full payment with an outstanding amount of $0, and has a Status of "Cancelled".

Procedure

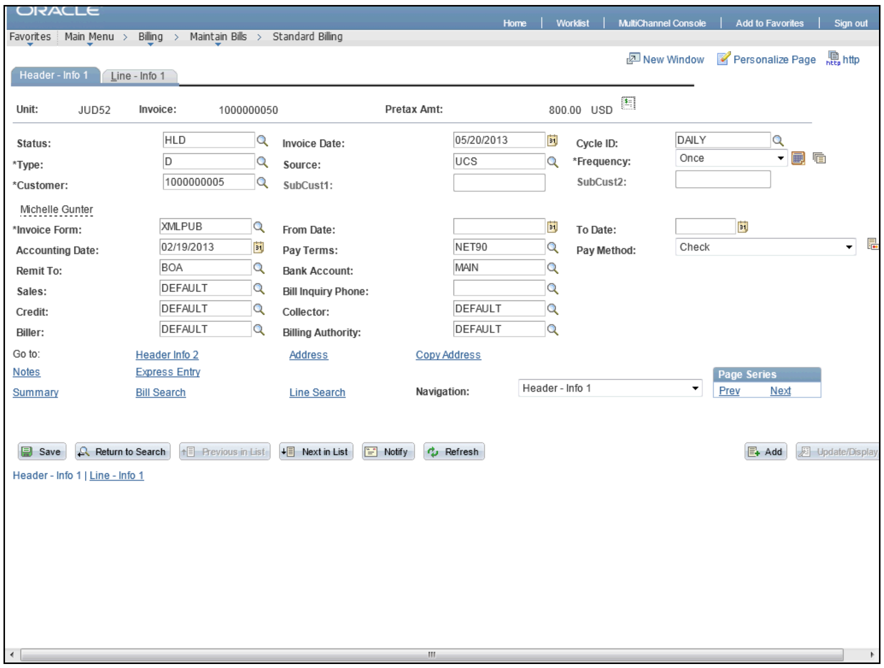
In this topic, you will learn to process a full payment.

Step	Action
1.	Begin by navigating to the **Standard Billing** page. Click the **Main Menu** button. Main Menu
2.	Click the up and down arrows to **Menu sort** button.
3.	Click the **Billing** menu. Billing
4.	Click the **Maintain Bills** menu. Maintain Bills
5.	Click the **Standard Billing** menu. Standard Billing

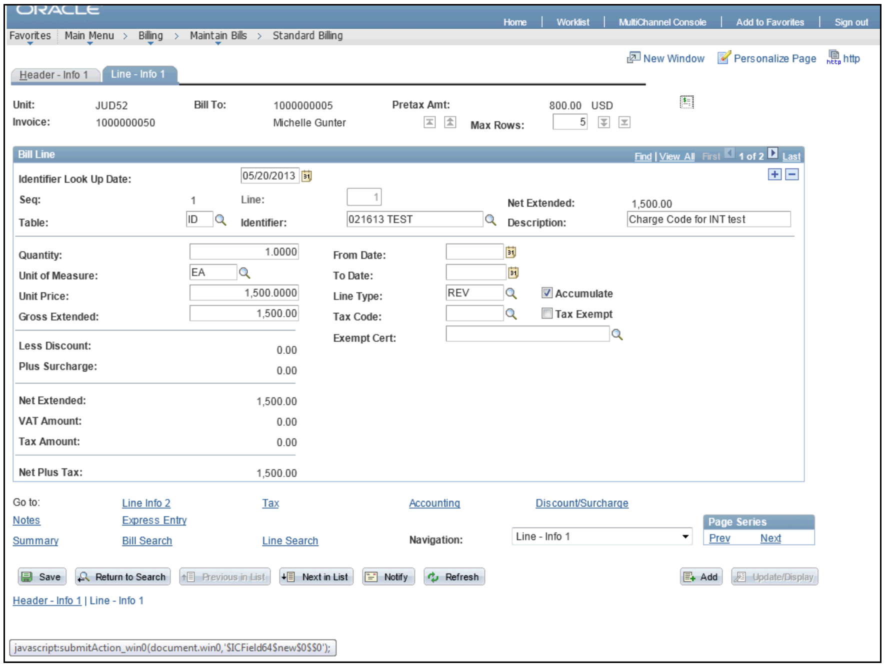


Step	Action
6.	The **Bill Entry** search page displays. Enter your Business Unit in the **Business Unit** field. For this example, enter "**JUD52**."

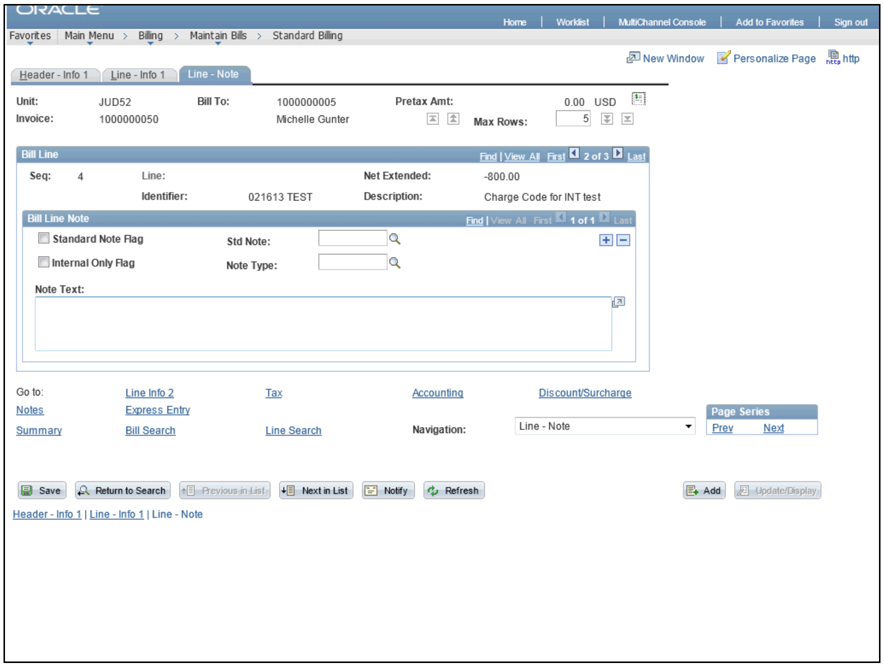
Step	Action
7.	Click the **Search** button. Search
8.	Select the invoice you created. For this example, enter **Invoice 1000000050**. 1000000050



Step	Action
9.	The **Standard Billing - Header - Info 1** page displays. Click the **Line - Info 1** tab. Line - Info 1



Step	Action
10.	The **Line - Info 1** tab displays. Click the **Add a new row at row 1** button.
11.	Enter a description for the full payment in the **Description** field. For this example, enter "**Full Payment**."
12.	Enter the date of the full payment in the **Identifier** field. For this example, enter "**021613 TEST**".
13.	Enter the amount remaining on the invoice in the **Gross Extended** field. For this example, enter "**-800**."
14.	Click the **Notes** link. Notes



Step	Action
15.	The **Line - Note** tab displays. Enter notes associated with line 3 in the **Note Text** field. For this example, enter "**7/20/13**".
16.	Click the **Save** button.
17.	Click the **Header - Info 1** tab.
18.	Click the **Look up Status** button.
19.	Click the **Canceled** link.
20.	Click the **Save** button.
21.	You have successfully completed the *Process Full Payment* topic. You have learned to: - process full payment **End of Procedure.**

Lesson 6: Processing Bond Forfeitures

Lesson Overview
In this lesson, you will learn to exercise processing bond forfeitures in GEARS. Bond Forfeitures are recorded through an online entry method for tracking purposes. If more than one Bond Forfeiture exists for the Case Number a link will be provided to display all Bond Forfeitures for that case number.

Lesson Objectives
After completing this lesson, you will be familiar with:

- Creating an Escrow and Surety Customer
- Creating an Invoice with a Status of Hold
- Processing a Partial Payment
- Processing a Full Payment

6.1 Creating an Escrow and Surety Customer

This topic details the process of creating a Local Customer (Defendant) and a Surety Customer. The process is similar for both.

In this topic, you will use the **Customer General Information** pages in GEARS to create a new customer, if one does not already exist.

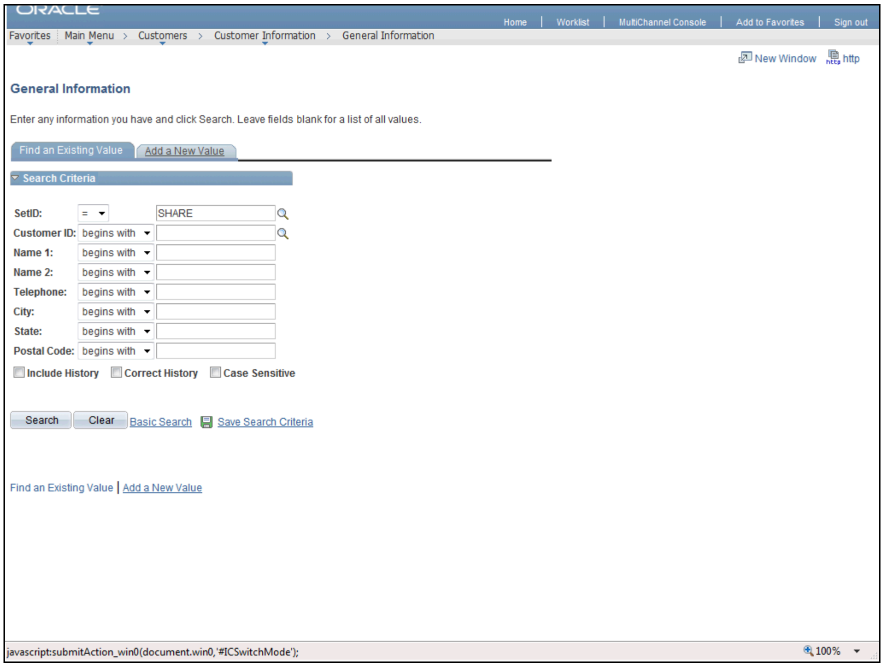
After completing this topic, you will learn how to:

- Create a new Surety and/or Escrow customer

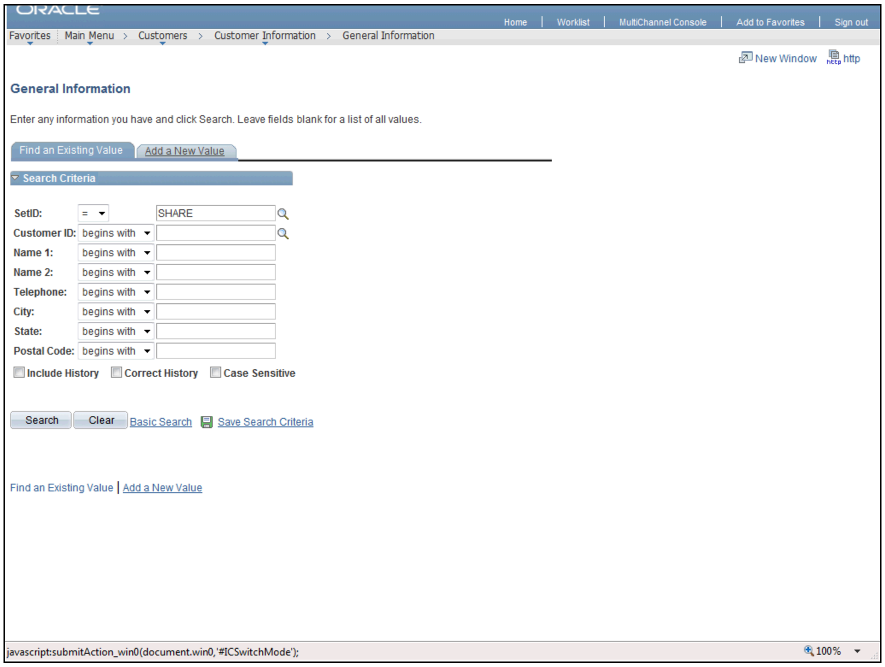
Procedure

In this topic, you will use the **Customer Information - General Information** pages in GEARS to manually create a customer and customer ID.

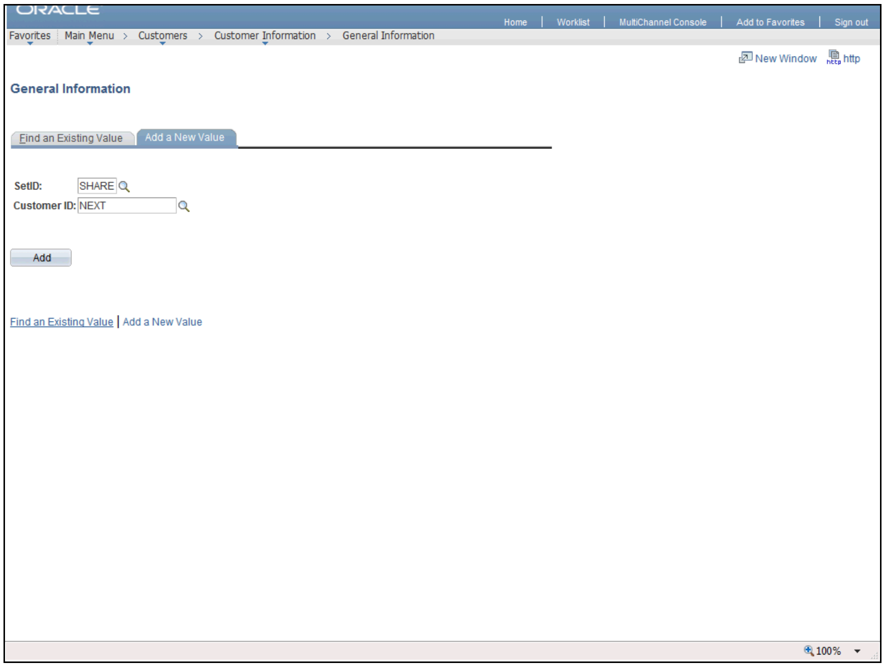
Step	Action
1.	Begin by navigating to the **Customer Information - General Information** page. Click the **Customers** link. ▷ Customers
2.	Click the **Customer Information** link. Customer Information
3.	Click the **General Information** link. General Information



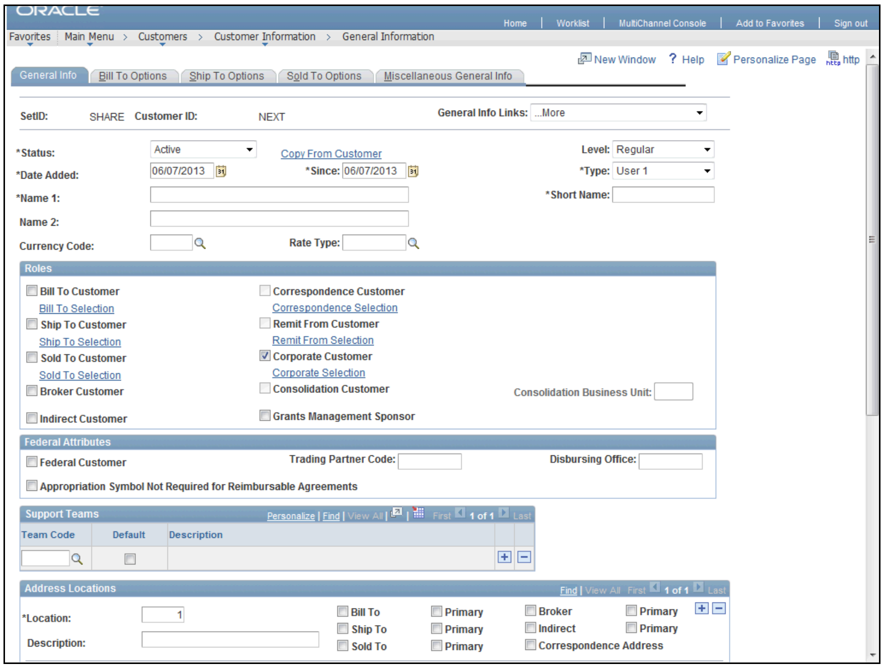
Step	Action
4.	The **Customer Information - General Information** search page displays. Before you create a new customer, you can check to see if the customer already exists in the system. Under the Find an Existing Value tab, select "contains" under the Name 1 dropdown field. Enter a portion of the customer's name in the field, then click the **Search** button.

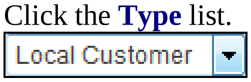


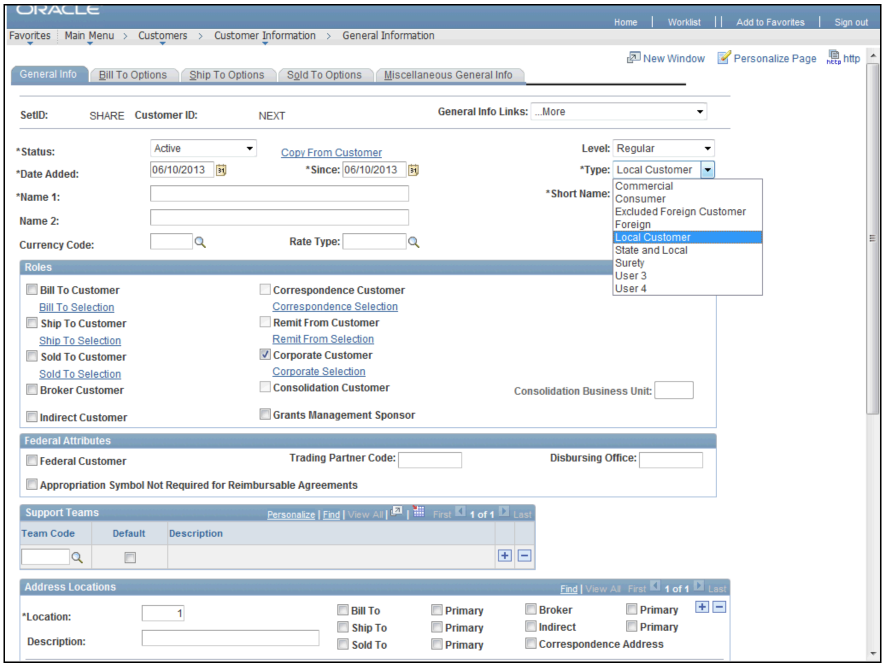
Step	Action
5.	If the customer doesn't exist, click the **Add a New Value** tab. 



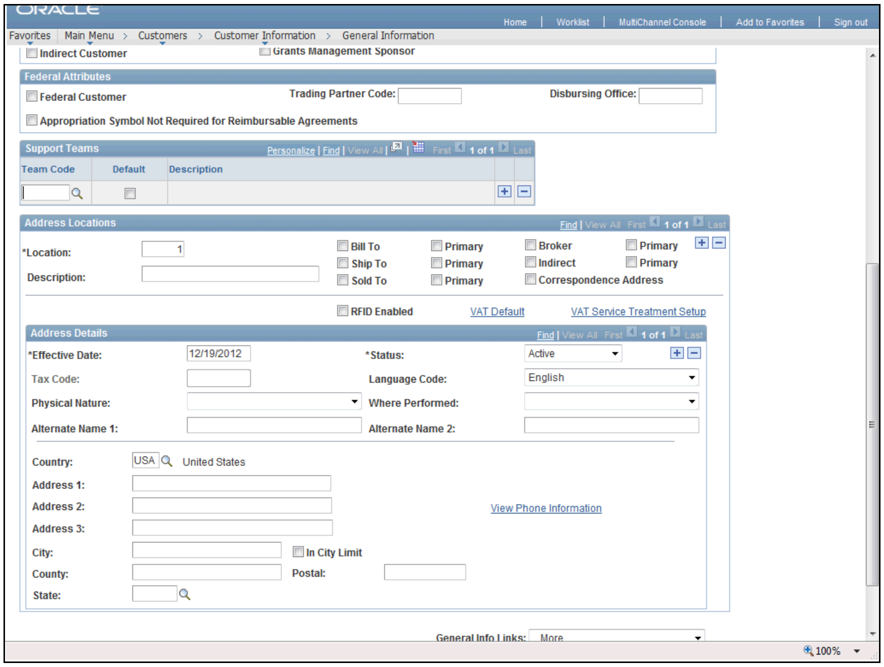
Step	Action
6.	The **General Information - Add New Value** search page displays. Click the **Add** button. 



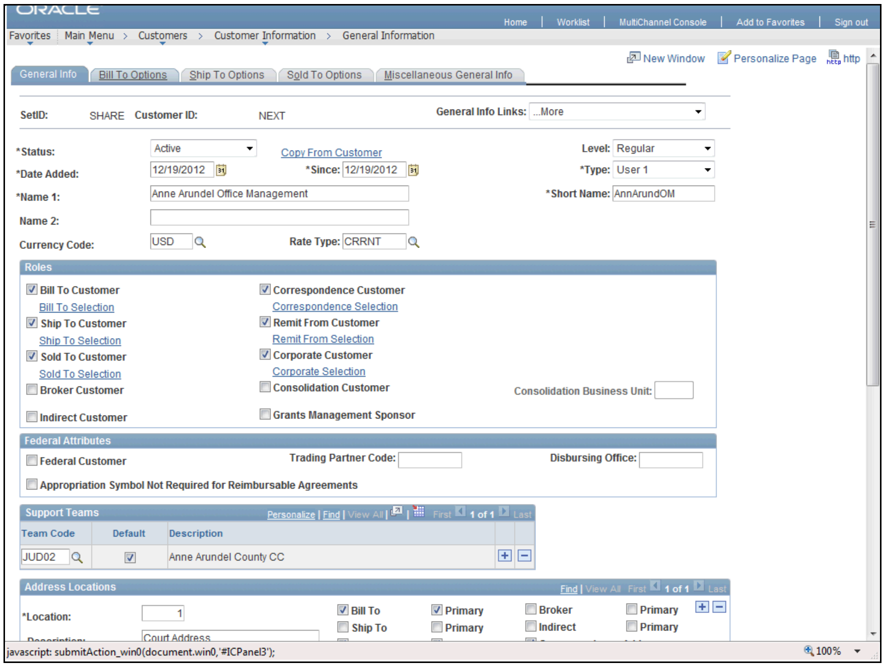
Step	Action
7.	The **Customer Information - General Information** page displays. Enter the desired information into the **Name 1** field. Enter "**Anne Arundel Office Management**".
8.	Click the **Type** list. 



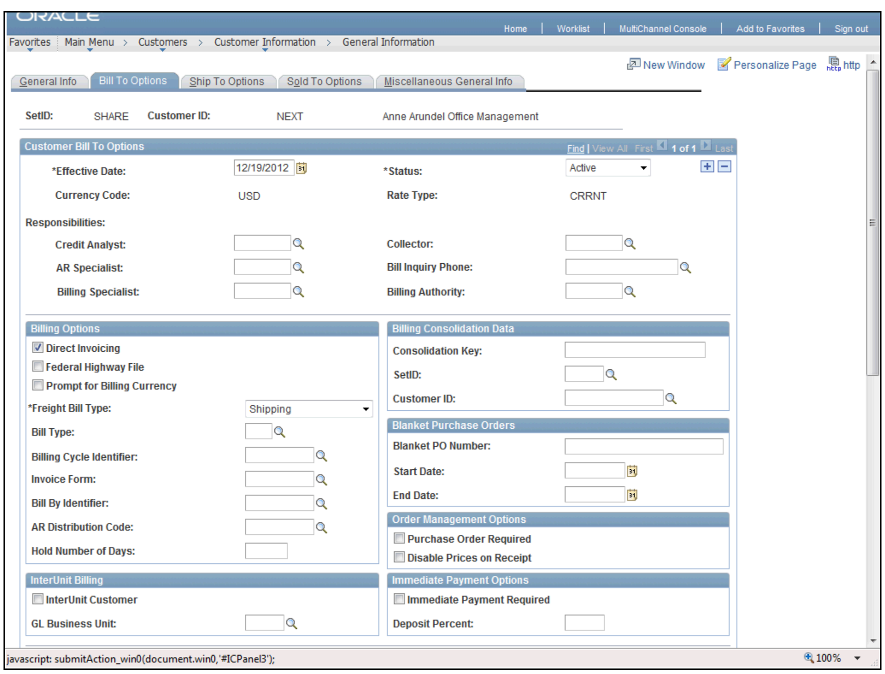
Step	Action
9.	Depending on the type of customer you wish to create, you can select either the **Surety** list item to create a Surety customer or select **Local Customer** to create an Escrow customer.
10.	For this example, we can create a Surety Customer. Click the **Surety** list item. Surety
11.	Enter the desired information into the **Currency Code** field. Enter "**USD**".
12.	Enter the desired information into the **Rate Type** field. Enter "**CRRNT**".
13.	Click the **Bill To Customer** option. Bill To Customer
14.	Click the **Sold To Customer** option. Sold To Customer
15.	Move the scrollbar downwards.



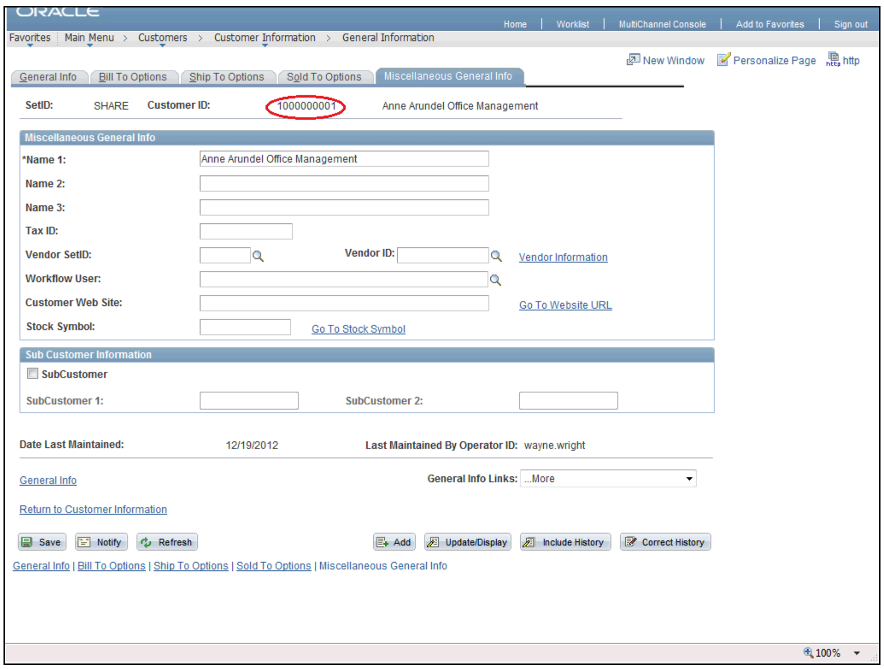
Step	Action
16.	Enter the desired information into the **Team Code** field. Enter "**SALES**".
17.	Click the **Default** option.
18.	Click the **Bill To** option in the **Address Locations** section. Bill To
19.	Click the **Sold To** option. Sold To
20.	Click the **Primary** option. Primary
21.	Click the **Primary** option. Primary
22.	Click the **Correspondence Address** option. Correspondence Address
23.	Enter "**customer address on file**" into the **Address Locations Description** field.
24.	Enter the customer's address in the **Address 1** field, such as "**210 Holiday Court**."
25.	Enter the desired information into the **City** field. Enter "**Annapolis**".
26.	Enter the desired information into the **State** field. Enter "**MD**".
27.	Enter the desired information into the **Postal** field. Enter "**21401**".
28.	Move the scrollbar upwards.



Step	Action
29.	Click the **Bill To Options** tab. Bill To Options



Step	Action
30.	The **Bill To Options** page displays. Enter the desired information into the **Credit Analyst** field. Enter "**DEFAULT**".
31.	Enter the desired information into the **Collector** field. Enter "**DEFAULT**".
32.	Click the **Miscellaneous General Info** tab. 



Step	Action
33.	The **Miscellaneous General Info** page displays. Review the Miscellaneous General Information page. Note that there is now an ID associated with the Customer that you created.
34.	You have successfully completed the *Creating an Escrow and Surety Customer* topic. You have learned to: - manually create an Escrow or Surety customer **End of Procedure.**

6.2 Creating an Invoice with a Status of Hold

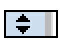
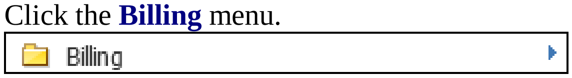
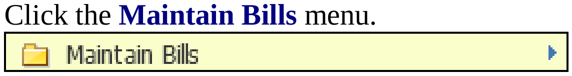
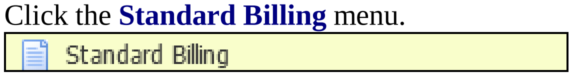
This process details the steps to create a new invoice with a Bill Type of BND for tracking the necessary Bond Forfeiture information. The invoice will then be saved with a status of Hold.

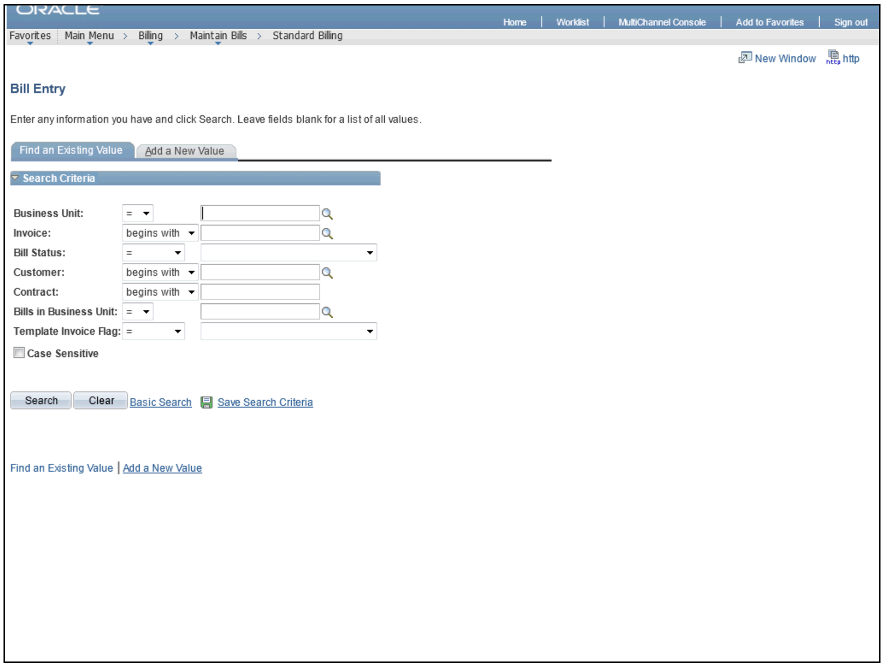
After completing this topic, you will be able to:

- Create a new Bond Forfeiture invoice with the custom Bond Forfeiture tracking fields.

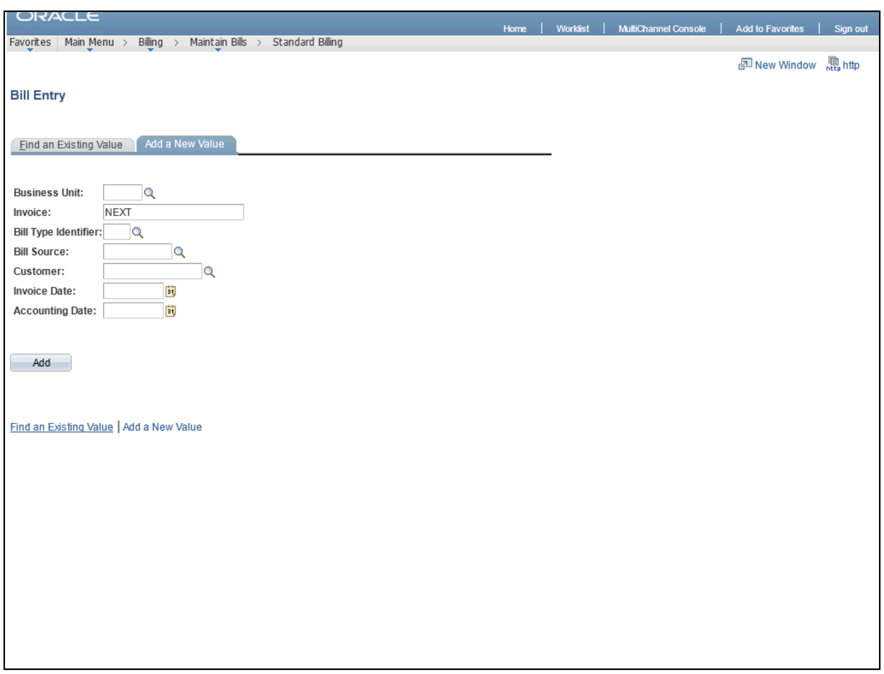
Procedure

In this topic, you will learn how to create a new invoice with a Bill Type of BND for tracking the necessary Bond Forfeiture information.

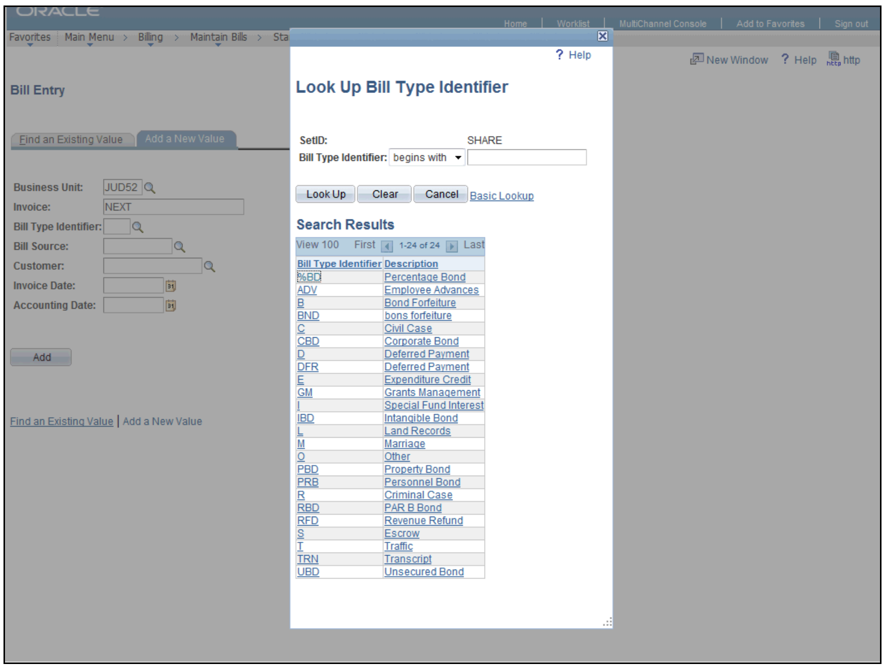
Step	Action
1.	Navigate to the **Standard Billing** page. Click the **Main Menu** button. 
2.	Click the **Menu sort** button. 
3.	Click the **Billing** menu. 
4.	Click the **Maintain Bills** menu. 
5.	Click the **Standard Billing** menu. 



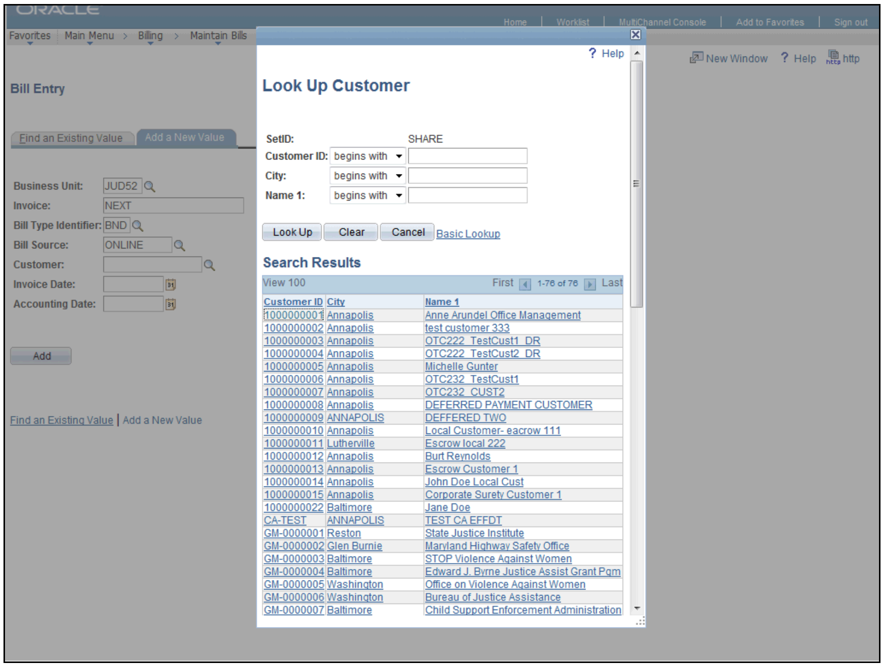
Step	Action
6.	The **Bill Entry** search page displays. Click the **Add a New Value** tab. 

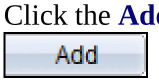


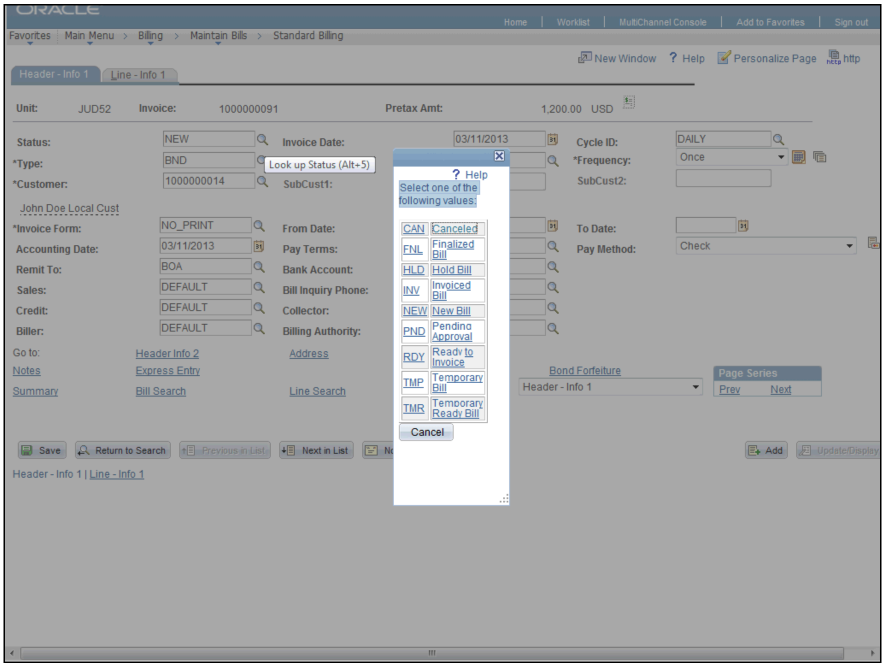
Step	Action
7.	The **Add a New Value** tab displays. Enter the desired information into the **Business Unit** field. Enter "**JUD52**".
8.	Click the **Look up Bill Type Identifier** button.



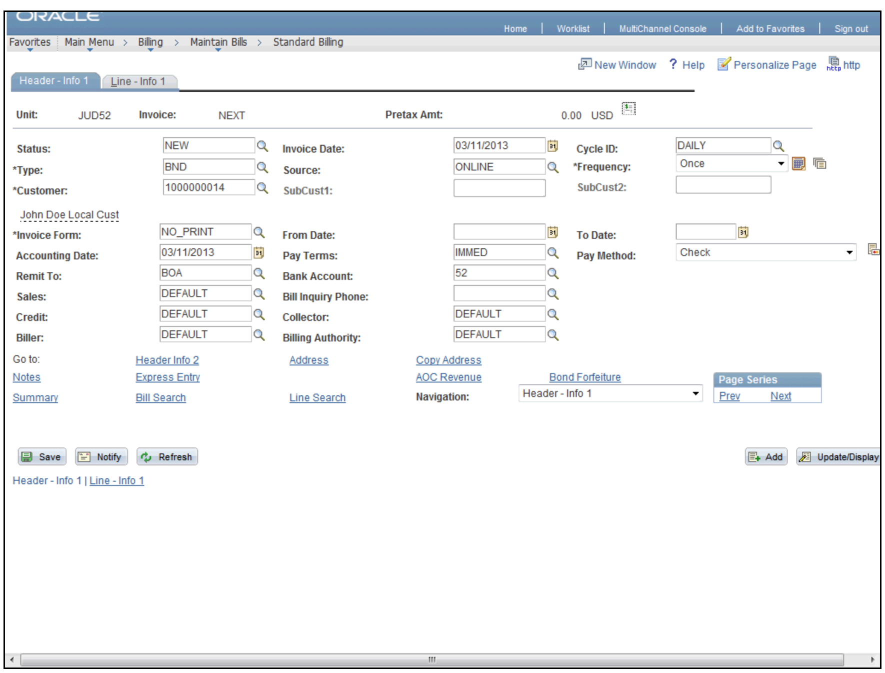
Step	Action
9.	The **Look Up Bill Type Identifier** window displays. Click the **BND** link. BND
10.	Click the **Look up Bill Source** button.
11.	Click the **ONLINE** link. ONLINE
12.	Click the **Look up Customer** button.



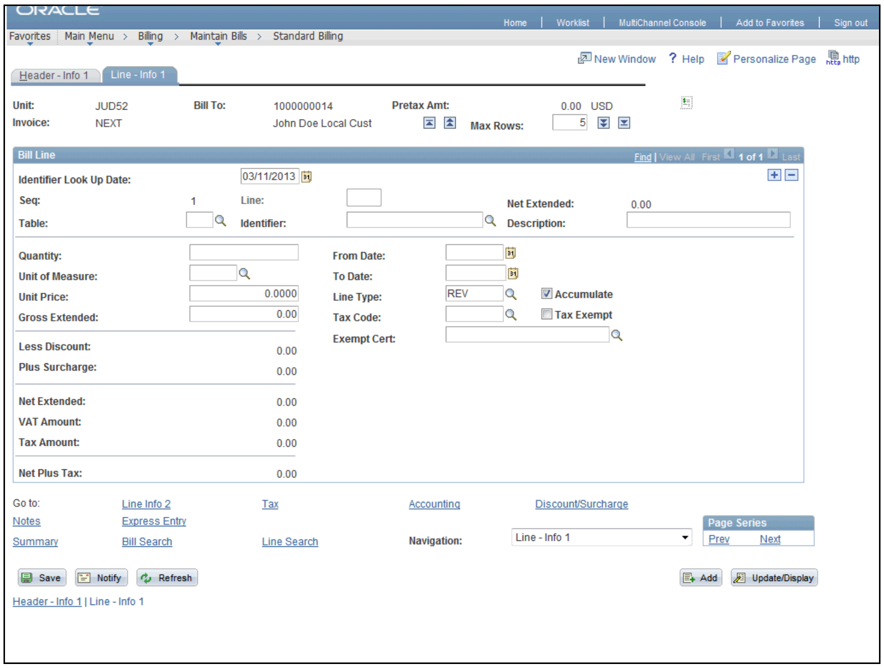
Step	Action
13.	The **Look Up Customer** window displays. Click the **John Doe Local Cust** link, or the Local Customer of your choice. 
14.	Enter the desired information into the **Invoice Date** field. Enter "**t**".
15.	Enter the desired information into the **Accounting Date** field. Enter "**t**".
16.	Click the **Add** button. 
17.	The **Standard Billing - Header - Info 1** page displays. Click the **Look up Status** button. 



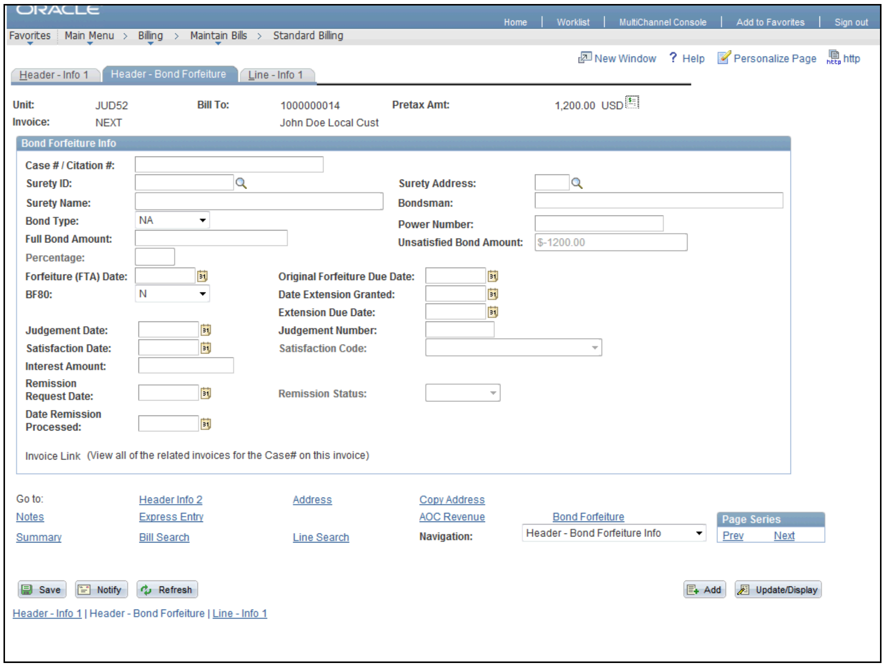
Step	Action
18.	Click the **HLD** link. HLD



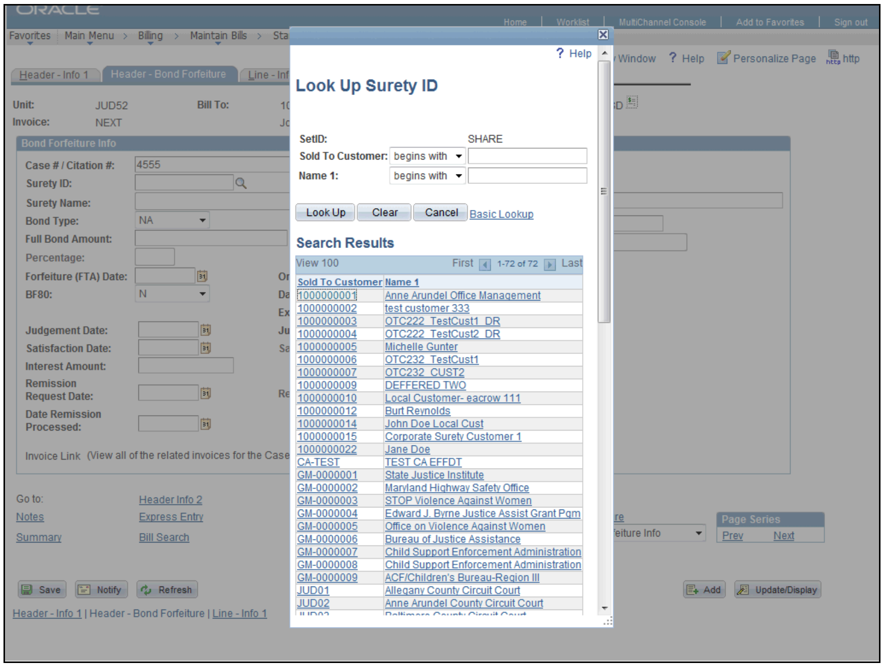
Step	Action
19.	Click the **Line - Info 1** tab. Line - Info 1



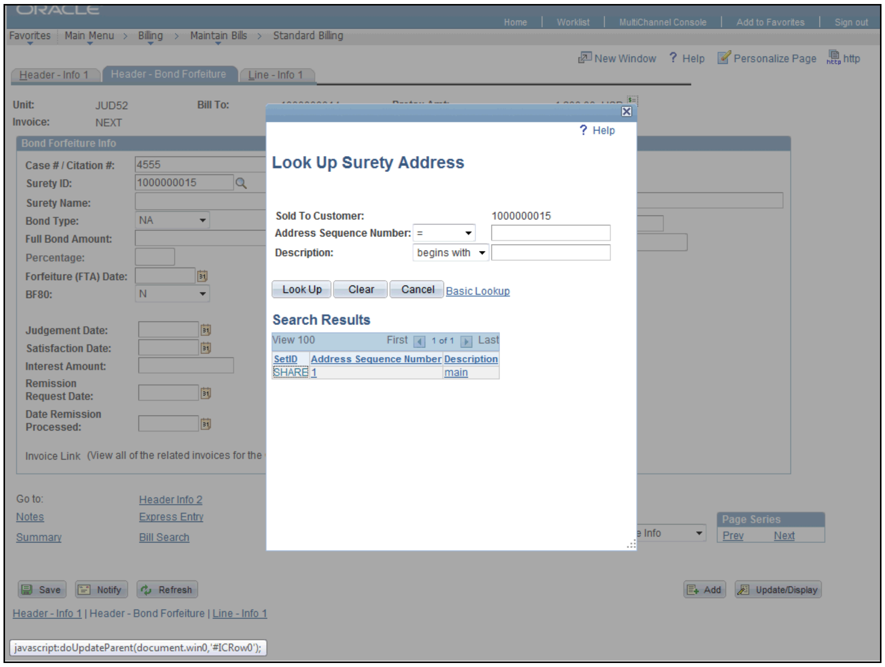
Step	Action
20.	The **Line - Info 1** tab displays. Enter the desired information into the **Description** field. Enter "**Bond Forfeiture**".
21.	Enter the desired information into the **Gross Extended** field. Enter "**1200**".
22.	Click the **Header - Info 1** tab. Header - Info 1
23.	Click the **Bond Forfeiture** link. Bond Forfeiture



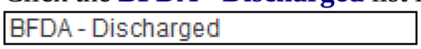
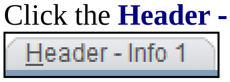
Step	Action
24.	The **Header - Bond Forfeiture** page displays. Enter the desired information into the **Case # / Citation #** field. Enter "**4555**" or the case number you desire.
25.	Click the **Look up Surety ID** button. 



Step	Action
26.	The **Look Up Surety ID** window displays. Click the **Corporate Surety Customer 1** link. Corporate Surety Customer 1
27.	Click the **Look up Surety Address** button.



Step	Action
28.	The **Look Up Surety Address** window displays. Click the **1** link. 1
29.	Enter the desired information into the **Bondsman** field. Enter "**John Brown**" or any name.
30.	Click the **Bond Type** list. NA
31.	Click the **Corporate** list item. Corporate
32.	Enter the desired information into the **Power Number** field. Enter "**PW77**".
33.	Enter the desired information into the **Full Bond Amount** field. Enter "**1200.00**".
34.	Enter the desired information into the **Forfeiture (FTA) Date** field. Enter "**t**". **Note:** the Original Forfeiture Due Date will be auto completed when a date is entered.
35.	Click the **BF80** list. N

Step	Action
36.	Click the **Y** list item. **Note:** The Extension Due Date will be auto completed when "Y" is selected. 
37.	Enter the desired information into the **Date Extension Granted** field. Enter "**03122012**".
38.	Enter the desired information into the **Judgement Date** field. Enter "**04012013**".
39.	Enter the desired information into the **Judgement Number** field. Enter "**JDG11**".
40.	Enter the desired information into the **Satisfaction Date** field. Enter "**05152013**".
41.	Click the **Satisfaction Code** list. 
42.	Click the **BFDA - Discharged** list item. 
43.	Enter the desired information into the **Interest Amount** field. Enter "**25.00**".
44.	Enter the desired information into the **Remission Request Date** field. Enter "**03152013**".
45.	Click the **Remission Status** list. 
46.	Click the **Denied** list item. 
47.	Enter the desired information into the **Date Remission Processed** field. Enter "**06252013**".
48.	Click the **Header - Info 1** tab. 
49.	Click the **Save** button. 
50.	You have successfully completed the *Creating an Invoice with a Status of Hold* topic. You have learned how to: - create an invoice with a hold status **End of Procedure.**

6.3 Processing a Partial Payment

This topic walks through the steps to record a partial payment, which is performed by adding a new line on the invoice.

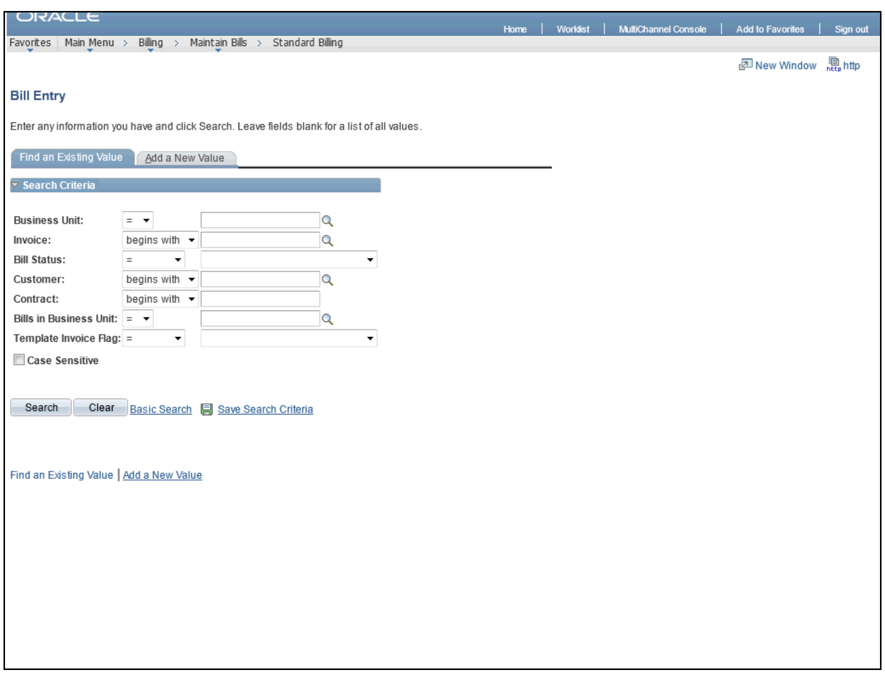
After completing this topic, you will be able to:

- save an invoice with the addition of a new line to record a partial payment.

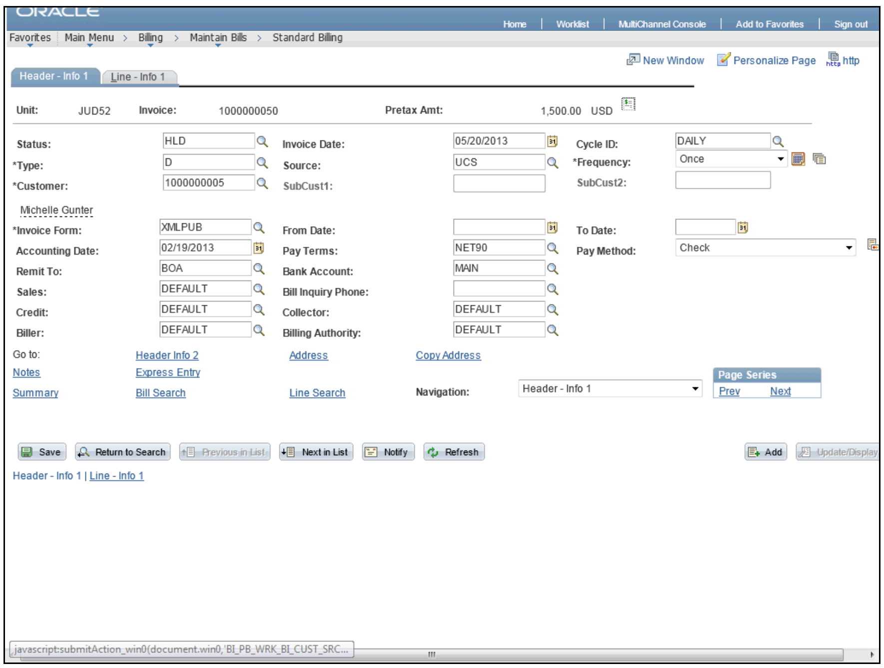
Procedure

In this topic, you will learn how to process a partial payment.

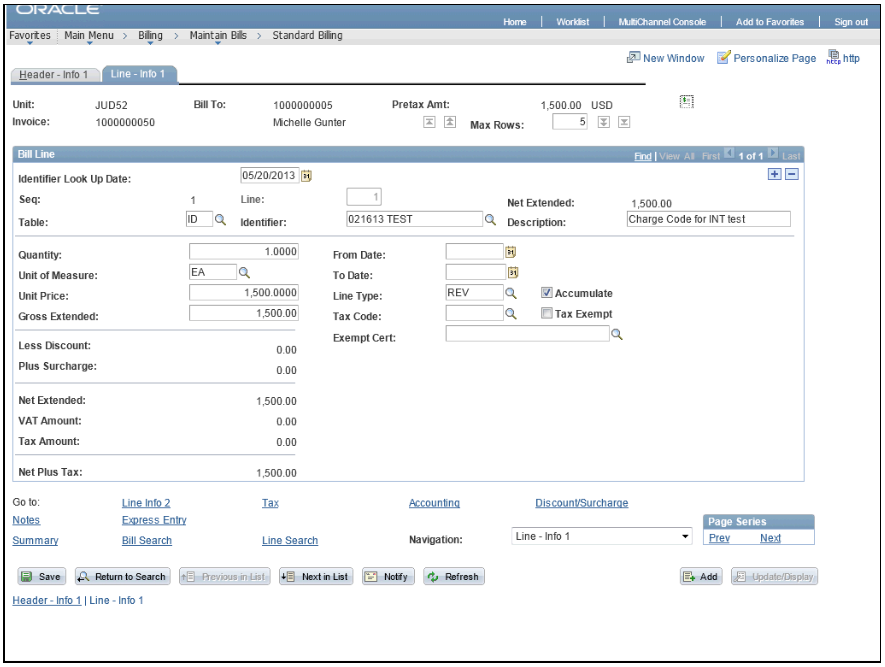
Step	Action
1.	Begin by navigating to the **Standard Billing** page. Click the **Main Menu** button. Main Menu
2.	Click the up and down arrows to **Menu sort** button.
3.	Click the **Billing** menu. Billing
4.	Click the **Maintain Bills** menu. Maintain Bills
5.	Click the **Standard Billing** menu. Standard Billing



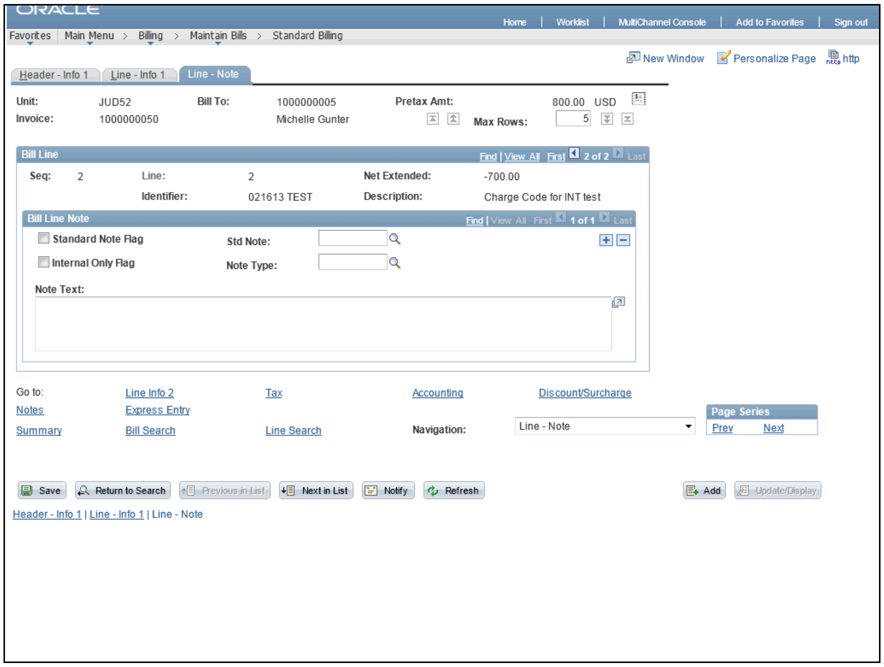
Step	Action
6.	The **Bill Entry** search page displays. Enter your Business Unit in the **Business Unit** field. For this example, enter "**JUD52**."
7.	Click the **Search** button. Search
8.	Select the invoice you created. For this example, click **Invoice 1000000050**. 1000000050

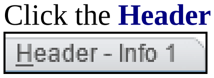


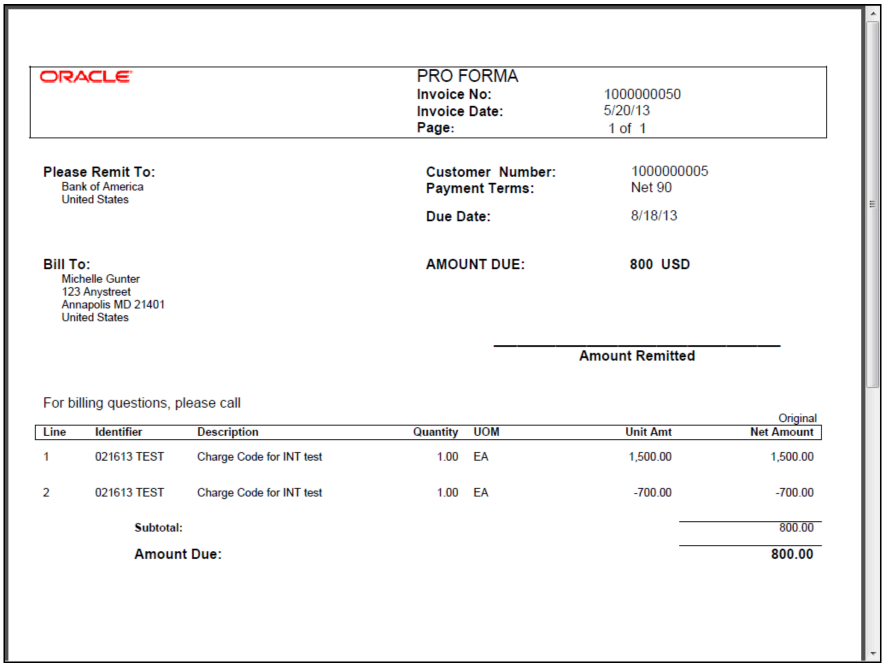
Step	Action
9.	The **Standard Billing - Header - Info 1** page displays. Click the **Line - Info 1** tab. Line - Info 1



Step	Action
10.	The **Line - Info 1** page displays. Click the **Add a new row at row 1** button.
11.	Enter the date of the partial payment in the **Identifier** field. For this example, enter "**06/20/13**."
12.	Enter the amount of the partial payment as a negative number in the **Gross Extended** field. For this example, enter "**-700**."
13.	Enter a description to signify the partial payment in the **Description** field. For this example, enter "**Partial Payment**."
14.	Click the **Notes** link. Notes



Step	Action
15.	The **Line - Note** tab displays. Enter any notes associated with the second bill line in the **Note Text** field. For this example, enter **6/20/2013**.
16.	Click the **Save** button. 
17.	Click the **Header - Info 1** tab. 
18.	Click the **Pro Forma** button. 



ORACLE

PRO FORMA
Invoice No: 1000000050
Invoice Date: 5/20/13
Page: 1 of 1

Please Remit To:
Bank of America
United States

Customer Number: 1000000005
Payment Terms: Net 90
Due Date: 8/18/13

Bill To:
Michelle Gunter
123 Anystreet
Annapolis MD 21401
United States

AMOUNT DUE: 800 USD

Amount Remitted

For billing questions, please call

Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount
1	021613 TEST	Charge Code for INT test	1.00	EA	1,500.00	1,500.00
2	021613 TEST	Charge Code for INT test	1.00	EA	-700.00	-700.00

Subtotal: 800.00

Amount Due: 800.00

Step	Action
19.	The **Pro Forma** statement displays in a new window. Review and then print the invoice if needed.
20.	You have successfully completed the *Process Partial Payment* topic. You have learned to: - process a partial payment **End of Procedure.**

6.4 Processing a Full Payment

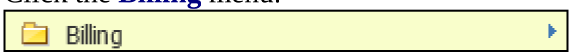
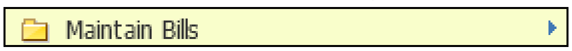
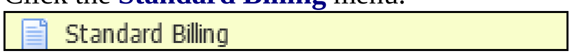
This topic walks through the steps to record a payment for the full remaining amount, which is performed by adding a new line to the invoice. The last step is to update the invoice with a Status of Canceled to preserve history and prevent processing, since it was entered for tracking purposes only.

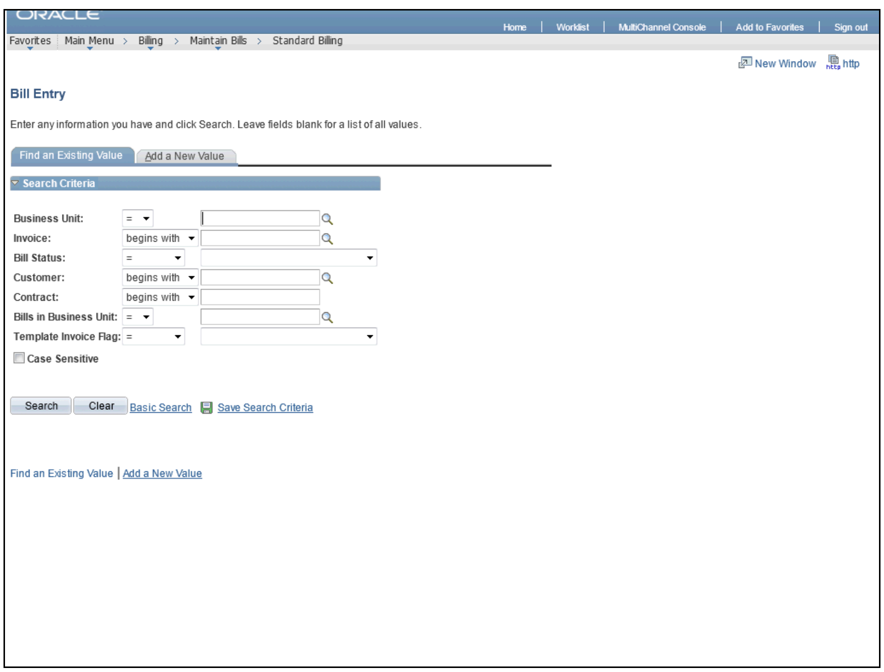
After completing this topic, you will be able to:

- save an invoice with a new line to record full payment with an outstanding amount of $0, and has a Status of Canceled.

Procedure

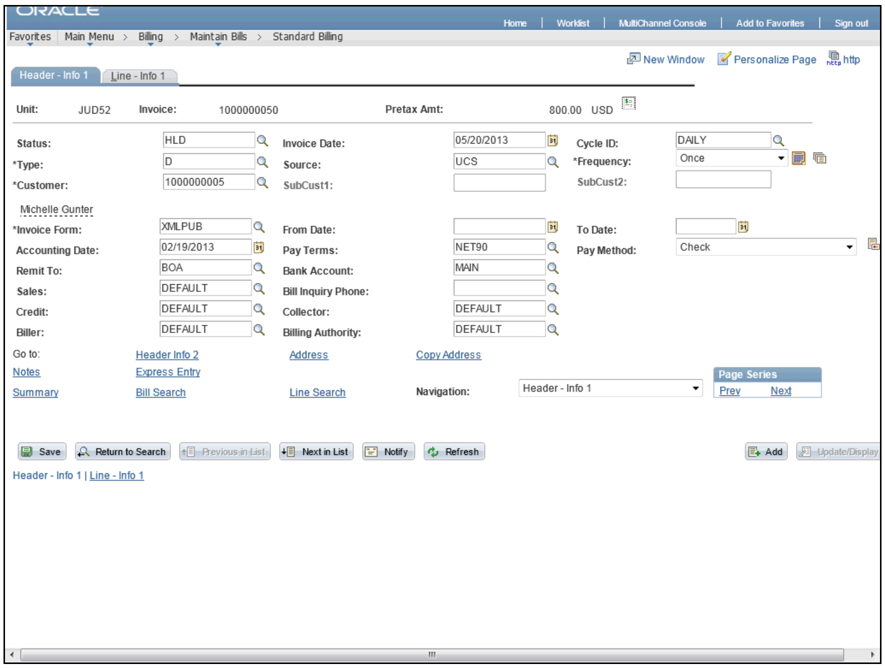
In this topic, you will learn to process a full payment.

Step	Action
1.	Begin by navigating to the **Standard Billing** page. Click the **Main Menu** button. 
2.	Click the up and down arrows to **Menu sort** button. 
3.	Click the **Billing** menu. 
4.	Click the **Maintain Bills** menu. 
5.	Click the **Standard Billing** menu. 

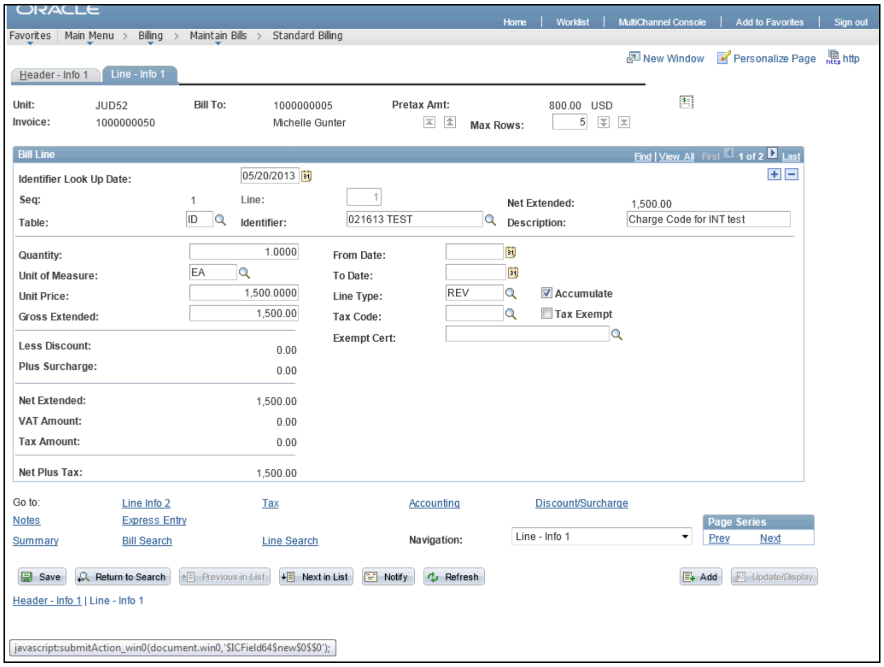


Step	Action
6.	The **Bill Entry** search page displays. Enter your Business Unit in the **Business Unit** field. For this example, enter "**JUD52**."

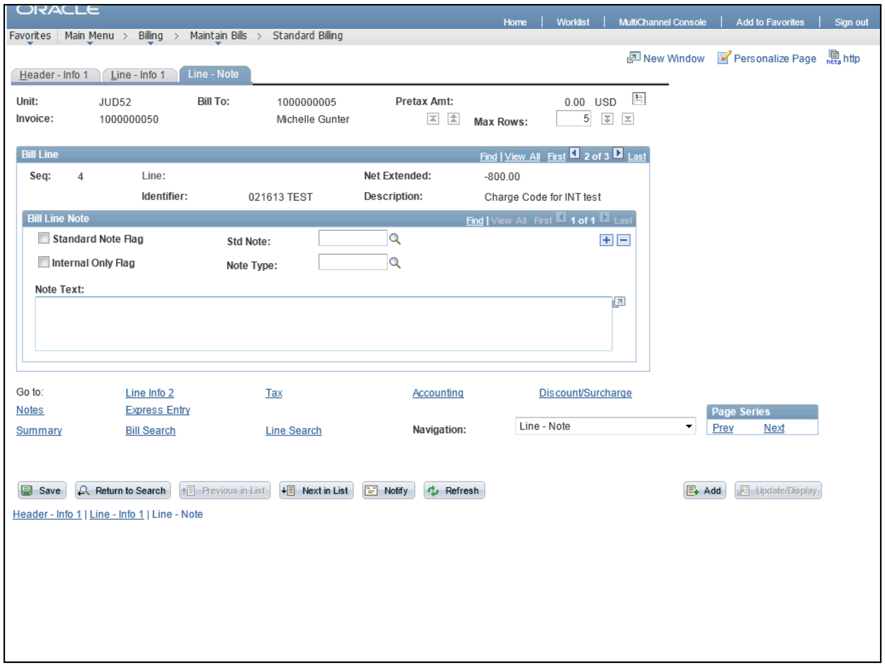
Step	Action
7.	Click the **Search** button. 
8.	Select the invoice you created. For this example, enter **Invoice 1000000050**. 



Step	Action
9.	The **Standard Billing - Header - Info 1** page displays. Click the **Line - Info 1** tab. 



Step	Action
10.	The **Line - Info 1** tab displays. Click the **Add a new row at row 1** button. 
11.	Enter a description for the full payment in the **Description** field. For this example, enter "**Full Payment**."
12.	Enter the date of the full payment in the **Identifier** field. For this example, enter "**021613 TEST**".
13.	Enter the amount remaining on the invoice in the **Gross Extended** field. For this example, enter "**-800**."
14.	Click the **Notes** link. 



Step	Action
15.	The **Line - Note** tab displays. Enter notes associated with line 3 in the **Note Text** field. For this example, enter "**7/20/13**".
16.	Click the **Save** button. Save
17.	Click the **Header - Info 1** tab. Header - Info 1
18.	Click the **Look up Status** button.
19.	Click the **Canceled** link. Canceled
20.	Click the **Save** button. Save
21.	You have successfully completed the *Process Full Payment* topic. You have learned to: - process full payment **End of Procedure.**

6.5 Creating a New Bill via Copy a Single Bill

Situations may occur when you need to enter a bill that is very similar to an existing bill. You can choose to copy the existing bill and update this bill as necessary. Copying bills can save data entry time and minimize the potential for errors.

You can copy any bill regardless of its status. When you copy a bill, all bill information including discounts, surcharges, notes, and accounting distribution is copied from the original bill. The only information that does not copy from the original bill is the bill status, the invoice date, and the invoice number.
When you copy a bill, the new bill is created with a status of New and no invoice date. The current system date is specified as the date on which the bill was created. After a bill has been copied, you can edit any field.

In this topic, you will copy an existing bill and modify it.

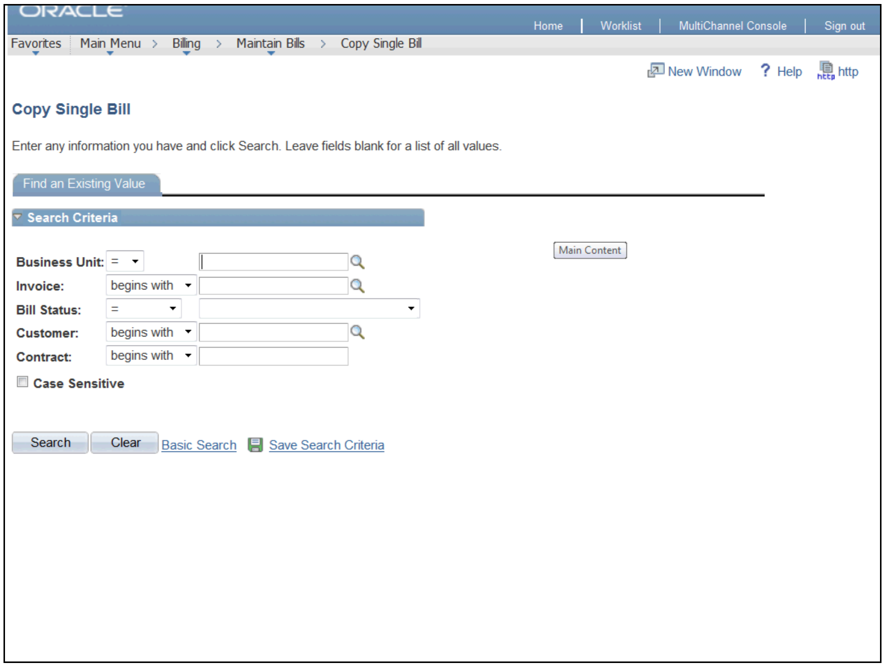
After completing this topic, you will be familiar with:

- the copying a single bill process

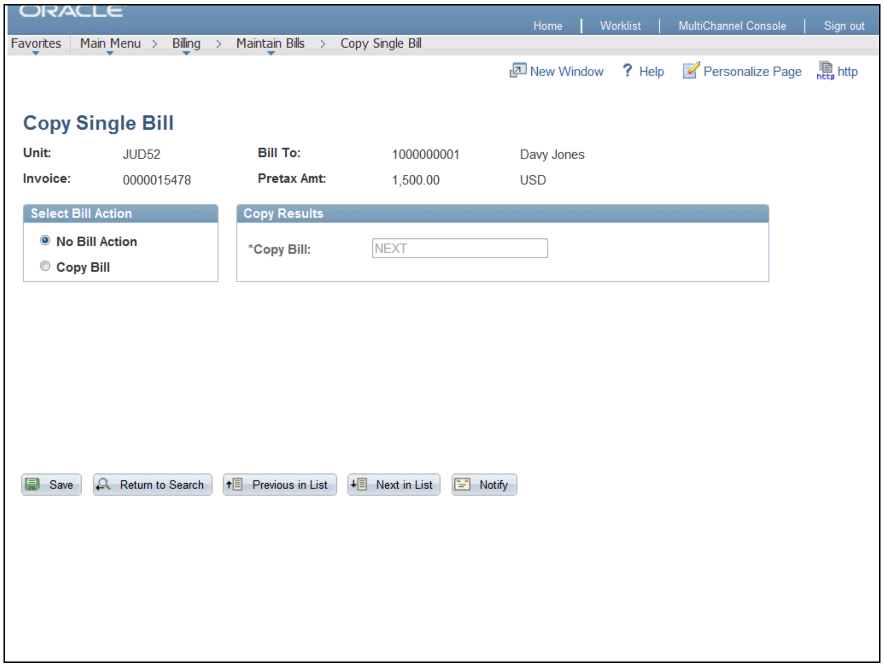
Procedure

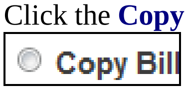
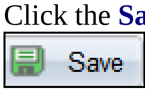
In this topic, you will create a new bill by copying an existing bill.

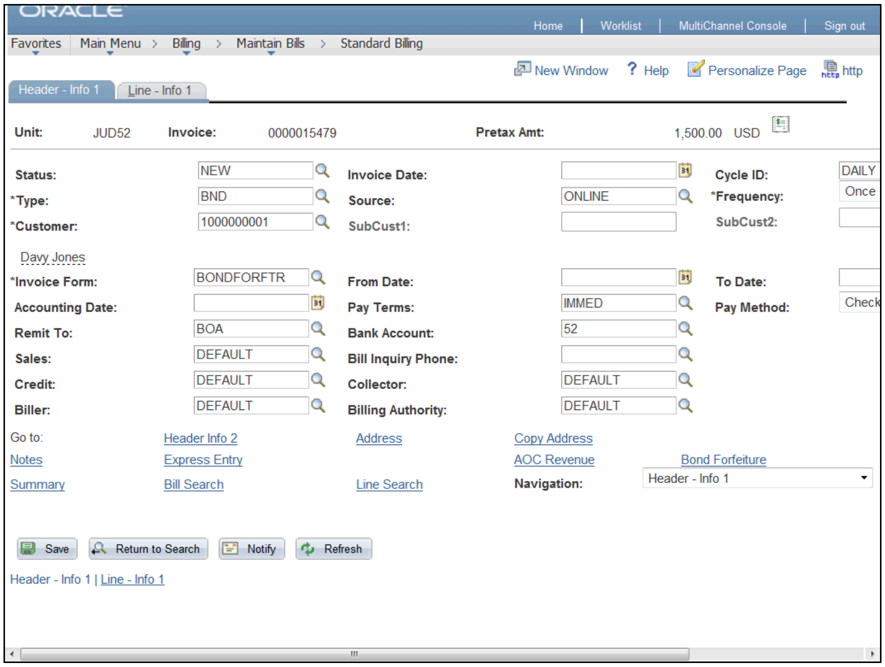
Step	Action
1.	Navigate to the **Copy Single Bill** page. Click the **Main Menu** button. 
2.	Click the **Menu Sort** button. 
3.	Click the **Billing** menu.
4.	Click the **Maintain Bills** menu.
5.	Click the **Copy Single Bill** menu.

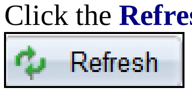
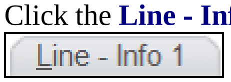


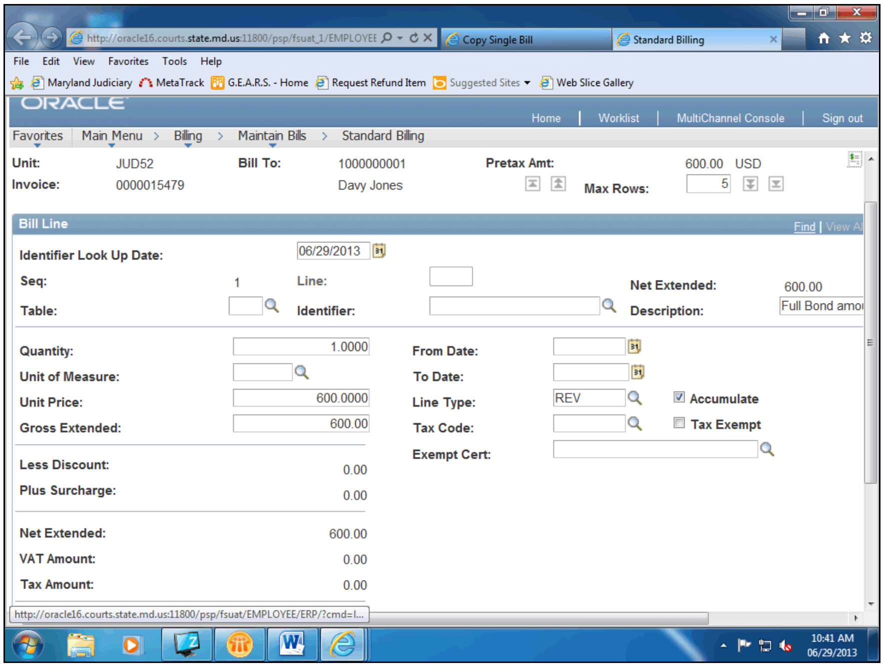
Step	Action
6.	The **Copy Single Bill** search page displays. Enter the desired information into the **Business Unit** field. Enter "**Jud52**".
7.	Click the **Search** button. Search
8.	Select the Invoice you would like to copy from. Click the **Hold** link. Hold

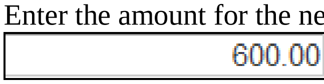


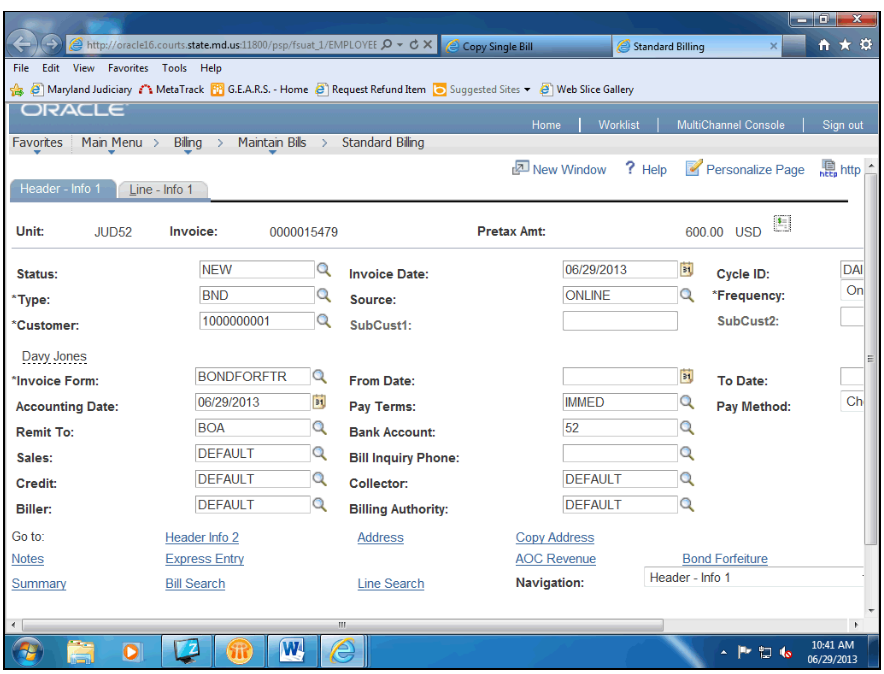
Step	Action
9.	The **Copy Single Bill** page displays. Click the **Copy Bill** option. 
10.	Click the **Save** button. 
11.	**Note:** A new invoice number is created at this time and a new link is available to navigate to the new bill. Click the **Go To Bill Header - Gen. Info** link. 



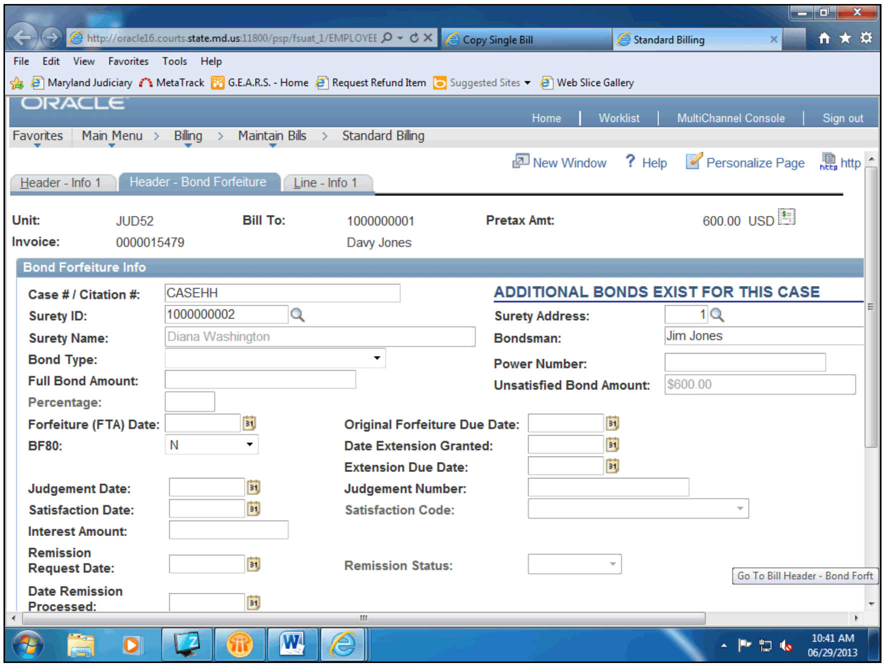
Step	Action
12.	The **Header - Info 1** page displays. Enter the desired information into the **Invoice Date** field. Enter "**t**".
13.	Enter the desired information into the **Accounting Date** field. Enter "**t**".
14.	Click the **Refresh** button. 
15.	Click the **Line - Info 1** tab. 



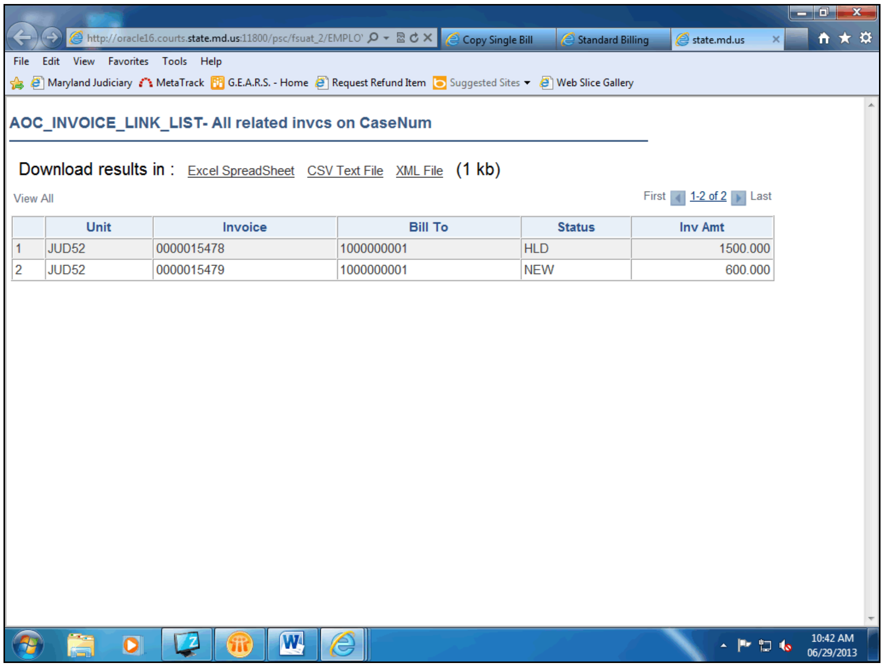
Step	Action
16.	The Line - Info 1 tab displays. Enter the amount for the new invoice in the **Gross Extended** field. Enter "**-600**" 



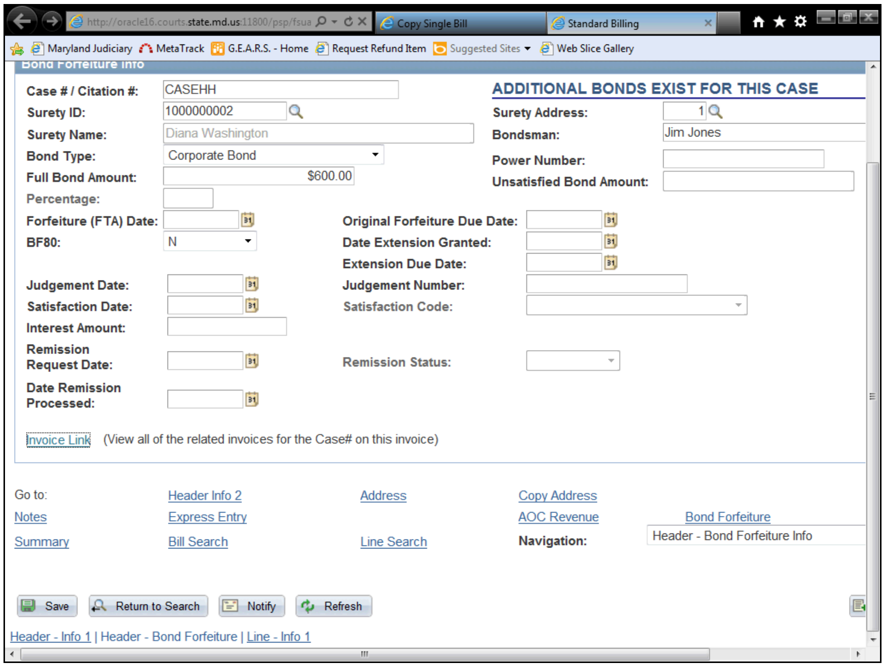
Step	Action
17.	Click the **Bond Forfeiture** link. Bond Forfeiture

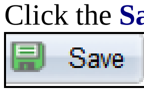
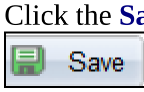


Step	Action
18.	The **Header - Bond Forteiture** tab displays. Click the **Bond Type** list.
19.	Click the **Corporate Bond** list item. Corporate Bond
20.	Enter the desired information into the **Full Bond Amount** field. Enter "**600.00**".
21.	**Note:** The there is a note at the top of the page "Additional Bonds Exist for this Case'. This will appear when the same case number and more than 1 Bond Forfeiture Bill exists. To access the list of Bond Forfeiture bills click the **Invoice Link** link. Invoice Link



Step	Action
22.	The results display in a new window. All invoices regardless of their header status will appear in this query if the same case number is present. Once you have downloaded or viewed your results, click the **Close Tab** button. 



Step	Action
23.	Click the **Save** button. 
24.	Change the Status from New to Hold using the lookup icon. Click the **HLD** link. 
25.	Click the **Save** button. 
26.	You have successfully completed the *Creating a New Bill via Copy a Single Bill* topic. You have learned how to: - create a new bill via copying an existing one **End of Procedure.**

Lesson 7: Processing Bad Checks (Case Related)

Lesson Overview

This lesson details the processing instructions taken when a Bad Check is received. This process is written for those courts that are using RCS and the GEARS BUS process.

The steps in this process will reverse the original bill which was processed through the BUS. Therefore, the revenue will be reversed, and then you will need setup a new bill for the local customer and place it on hold to track for tracking purposes.

Lesson Objectives
After completing this lesson, you will be able to:

- Locate a bill through the use of Query Viewer
- Create a new Local Customer
- Credit the original invoice
- Create a new invoice for the defendant

7.1 Identifying the Original Bill

If the original bill or invoice is not known, then the research can be done with a query. If you have the Case or Receipt Number, there are two queries to identify an invoice via a Case Number or a Receipt Number. The query will provide you with the associated Invoice Number so you can credit it. In this topic, you will run the Identify Original Bill process.

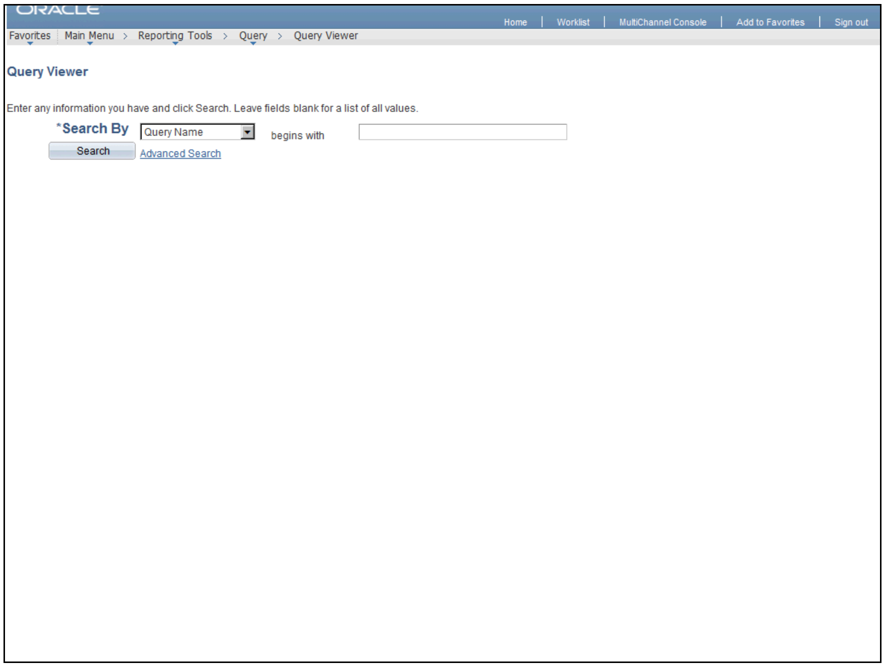
After completing this topic, you will be able to:

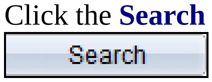
- Run the required query by entering the Case number or Receipt number

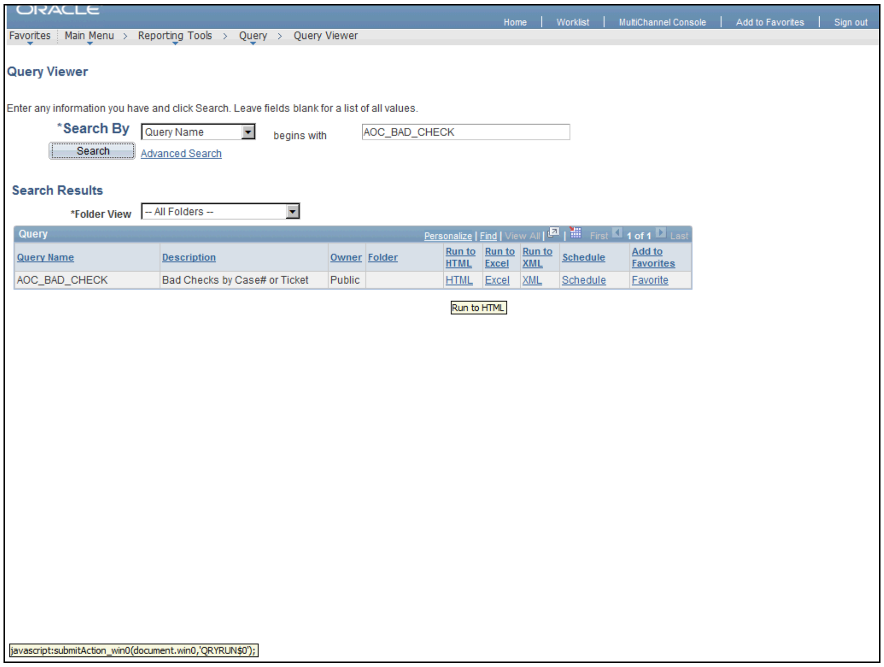
Procedure

In this topic, you will run the Identify Original Bill process.

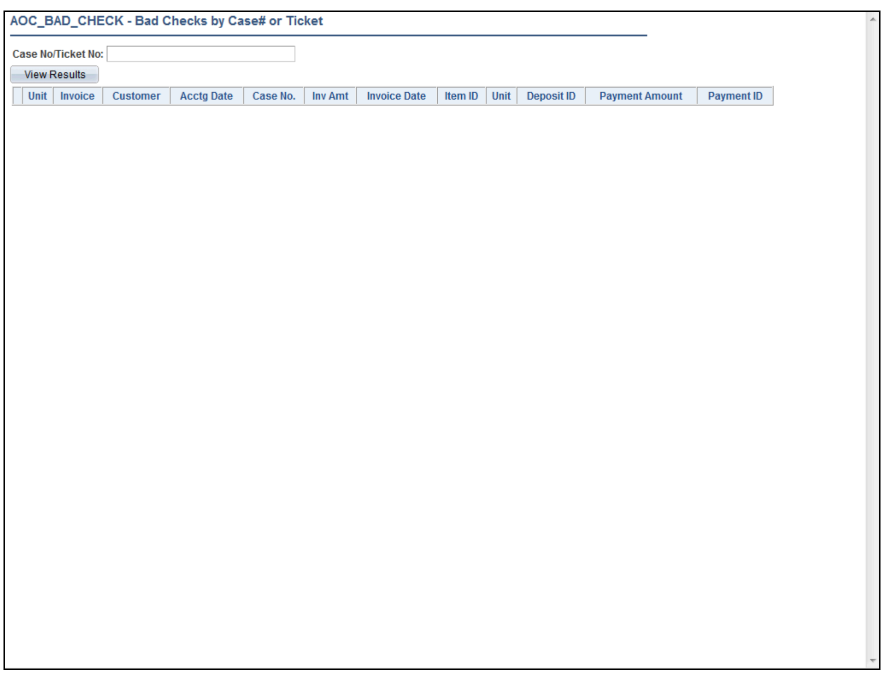
Step	Action
1.	Navigate to the **Query Viewer** page. Click the **Main Menu** button. Main Menu
2.	Click the **Menu Sort** button twice.
3.	Click the **Reporting Tools** menu. Reporting Tools
4.	Click the **Query** menu. Query
5.	Click the **Query Viewer** menu. Query Viewer



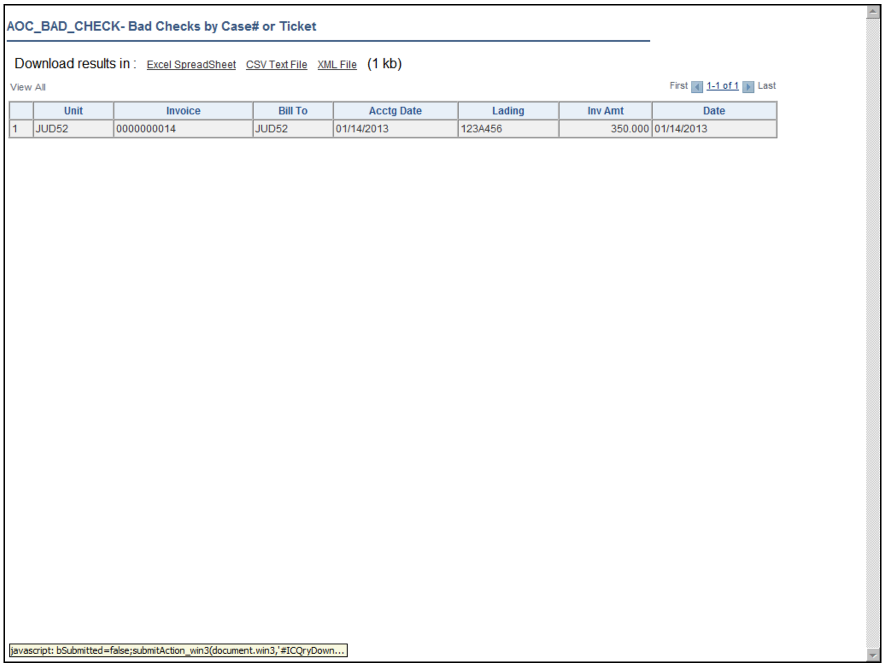
Step	Action
6.	The **Query Viewer** page displays. Enter the desired information into the **Search By Required** field. Enter "**AOC_BAD_Check**".
7.	Click the **Search** button. 



Step	Action
8.	Click the **HTML** link to view query results online. The data can also be viewed in Excel. HTML



Step	Action
9.	Enter your Case or Ticket number, then click on View Results.



Step	Action
10.	WRITE DOWN or record the **Invoice Number**. You can also download the results using the options at the top of the page.
11.	You have successfully completed the Identifying the Original Bill topic. You have learned how to: - run the Identify Original Bill report **End of Procedure.**

7.2 Creating a Local Customer

This topic details the process of creating a Local Customer (Defendant).

In this topic, you will use the **Customer General Information** pages in GEARS to create a new customer, if one does not already exist.

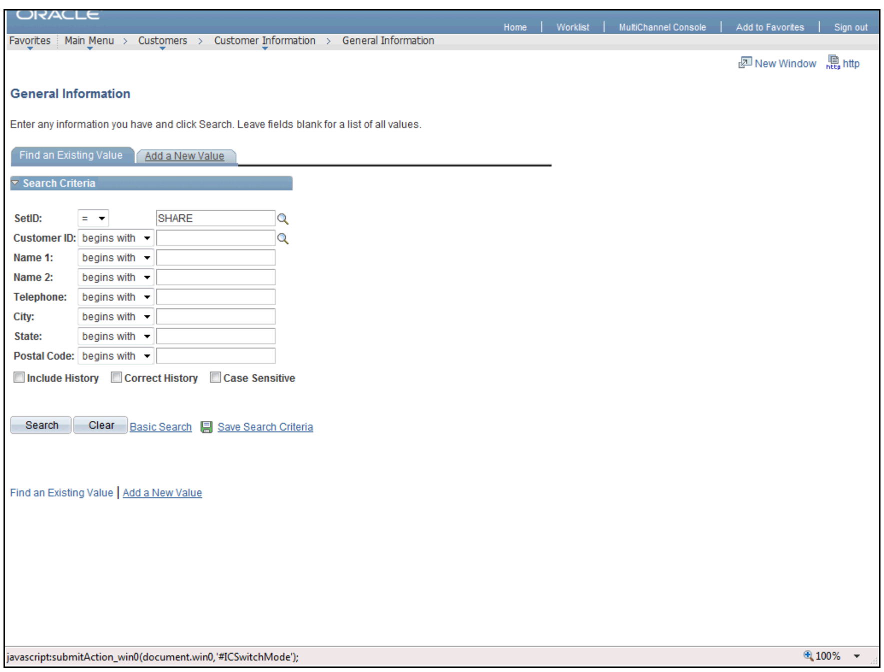
After completing this topic, you will learn how to:

- Create a new Local Customer

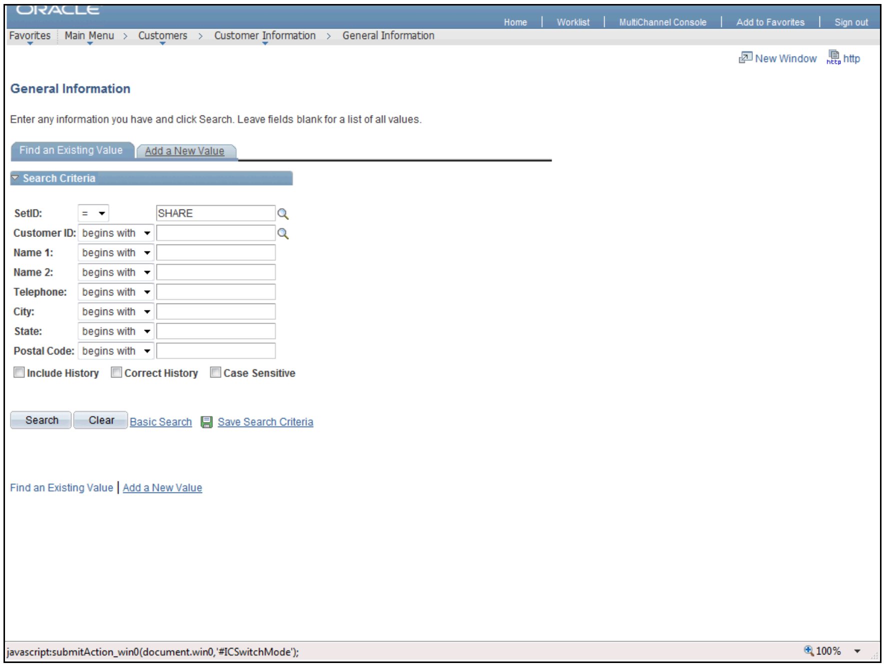
Procedure

In this topic, you will use the **Customer Information - General Information** pages in GEARS to manually create a customer and customer ID.

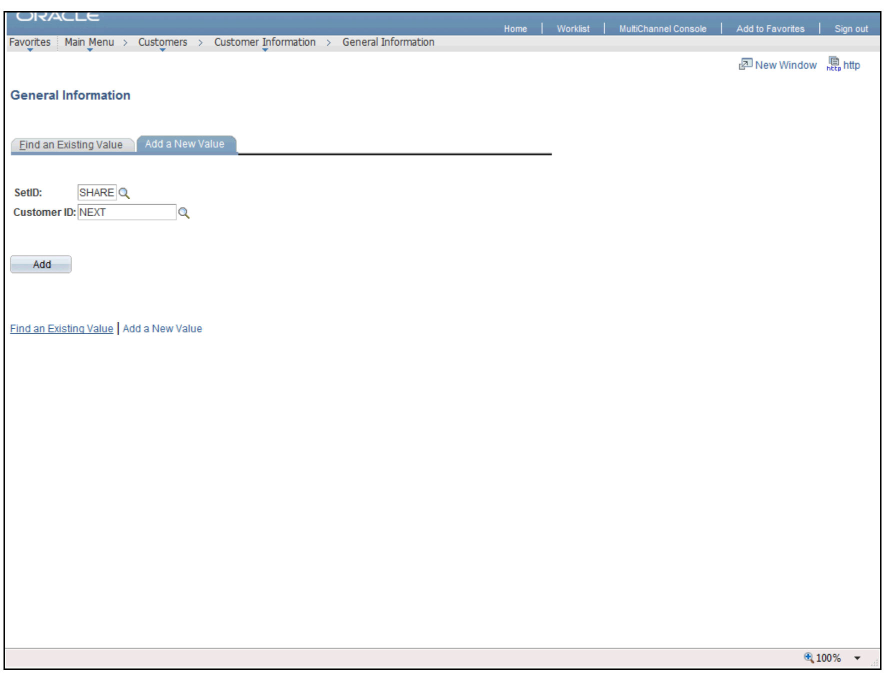
Step	Action
1.	Begin by navigating to the **Customer Information - General Information** page. Click the **Customers** link. ▷ Customers
2.	Click the **Customer Information** link. Customer Information
3.	Click the **General Information** link. General Information



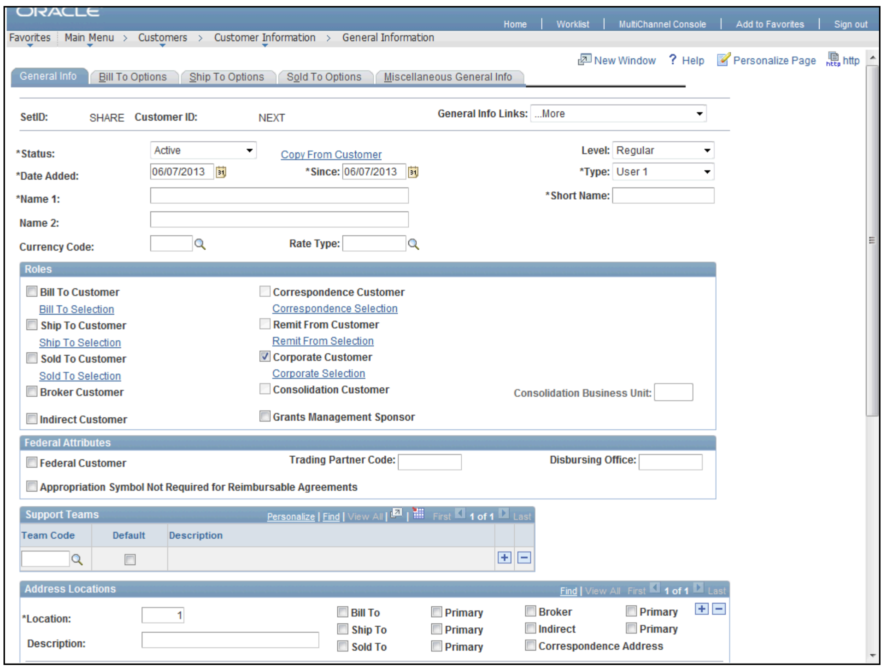
Step	Action
4.	The **Customer Information - General Information** search page displays. Before you create a new customer, you can check to see if the customer already exists in the system. Under the Find an Existing Value tab, select "contains" under the Name 1 dropdown field. Enter a portion of the customer's name in the field, then click the **Search** button.

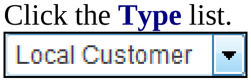
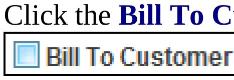


Step	Action
5.	If the customer doesn't exist, click the **Add a New Value** tab. Add a New Value

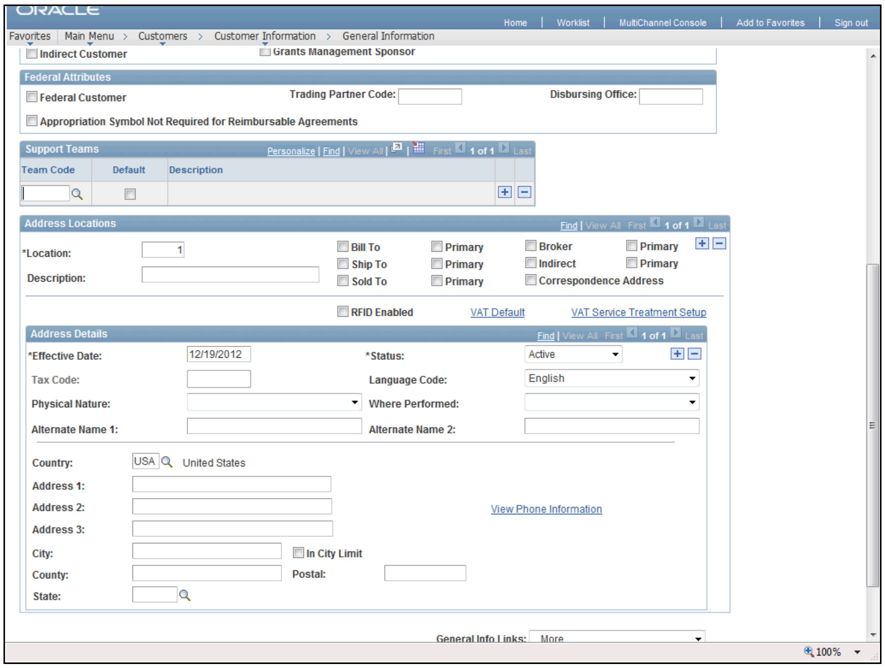


Step	Action
6.	The **General Information - Add New Value** search page displays. Click the **Add** button. 



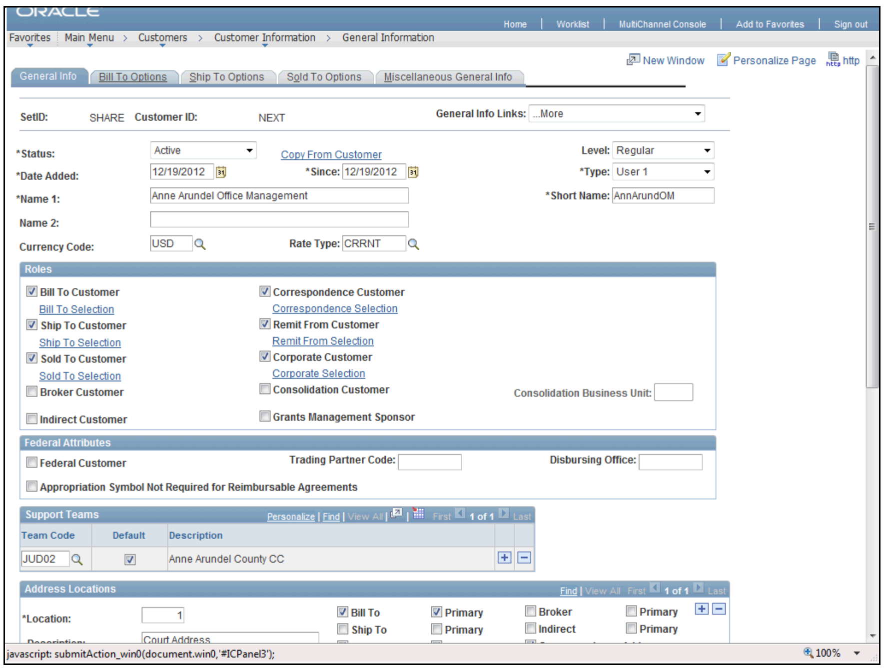
Step	Action
7.	The **Customer Information - General Information** page displays. Enter the desired information into the **Name 1** field. Enter "**Anne Arundel Office Management**".
8.	Click the **Type** list. 
9.	For this example, we can create a Local Customer. Click the **Local Customer** list item. 
10.	Enter the desired information into the **Currency Code** field. Enter "**USD**".
11.	Enter the desired information into the **Rate Type** field. Enter "**CRRNT**".
12.	Click the **Bill To Customer** option. 

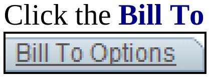
Step	Action
13.	Click the **Sold To Customer** option. Sold To Customer
14.	Move the scrollbar downwards.

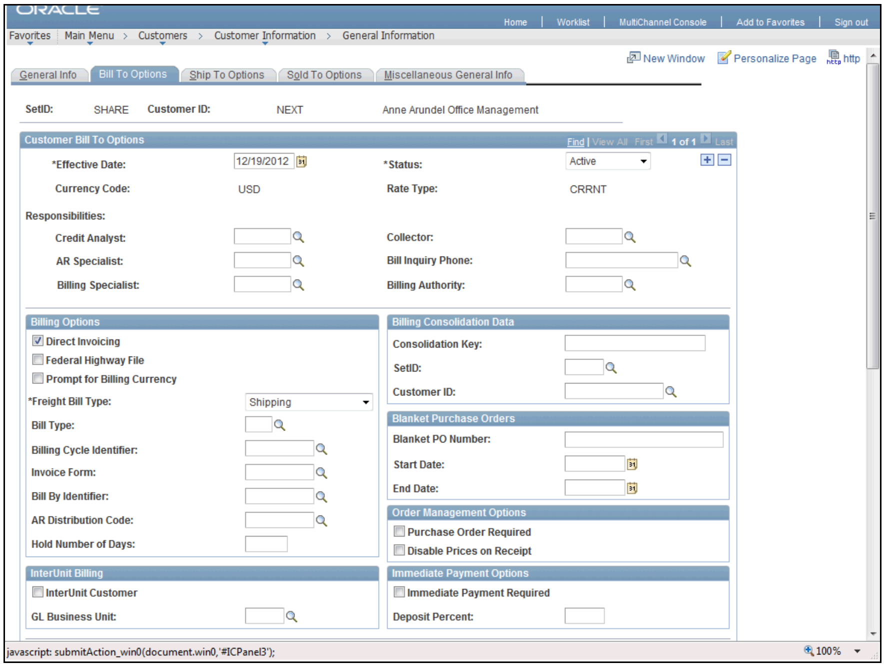


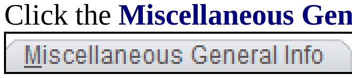
Step	Action
15.	Enter the desired information into the **Team Code** field. Enter "**SALES**".
16.	Click the **Default** option.
17.	Click the **Bill To** option in the **Address Locations** section. Bill To
18.	Click the **Sold To** option. Sold To
19.	Click the **Primary** option. Primary
20.	Click the **Primary** option. Primary
21.	Click the **Correspondence Address** option. Correspondence Address

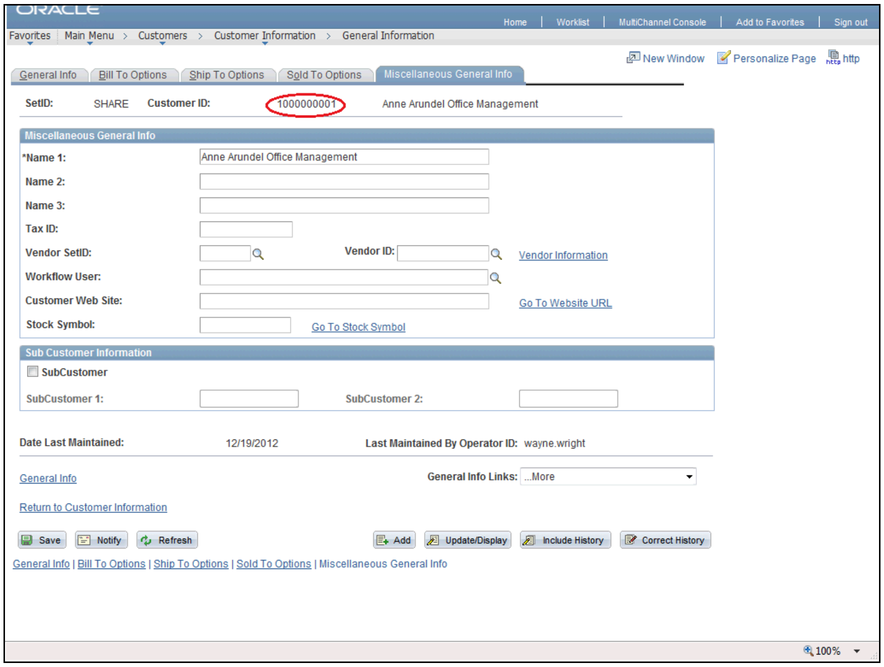
Step	Action
22.	Enter "**customer address on file**" into the **Address Locations Description** field.
23.	Enter the customer's address in the **Address 1** field, such as "**210 Holiday Court**."
24.	Enter the desired information into the **City** field. Enter "**Annapolis**".
25.	Enter the desired information into the **State** field. Enter "**MD**".
26.	Enter the desired information into the **Postal** field. Enter "**21401**".
27.	Move the scrollbar upwards.



Step	Action
28.	Click the **Bill To Options** tab. 



Step	Action
29.	The **Bill To Options** page displays. Enter the desired information into the **Credit Analyst** field. Enter "**DEFAULT**".
30.	Enter the desired information into the **Collector** field. Enter "**DEFAULT**".
31.	Click the **Miscellaneous General Info** tab. 



Step	Action
32.	The **Miscellaneous General Info** page displays. Review the Miscellaneous General Information page. Note that there is now an ID associated with the Customer that you created.
33.	You have successfully completed the *Creating an Escrow and Surety Customer* topic. You have learned to: - manually create an Escrow or Surety customer **End of Procedure.**

7.3 Crediting and Rebilling the Original Invoice

The next step in the process is to credit the bad check customer's original invoice, for the purpose of reversing the revenue that was recorded. GEARS has a 2-in-1 process called Credit and Rebill. A Credit Invoice is created to reverse the original invoice. A Rebill Invoice with a Status of New is also created to re-invoice the customer (we will add the Bad Check Fee to the Rebill Invoice in the next script). In this topic, you will credit and rebill an invoice.

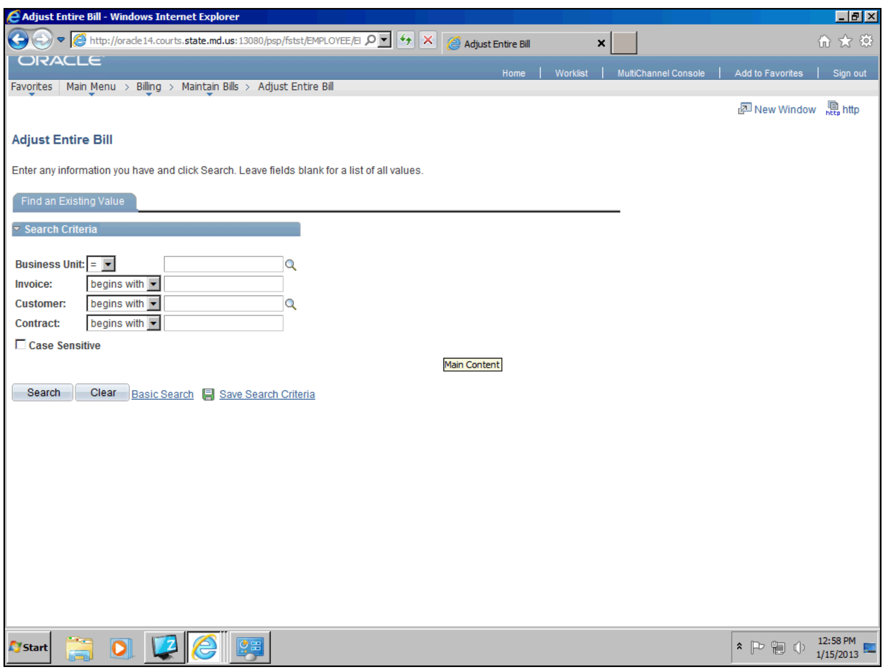
After completing this topic, you will be able to:

- Create a Credit Invoice for the exact amount, customer, and charges.

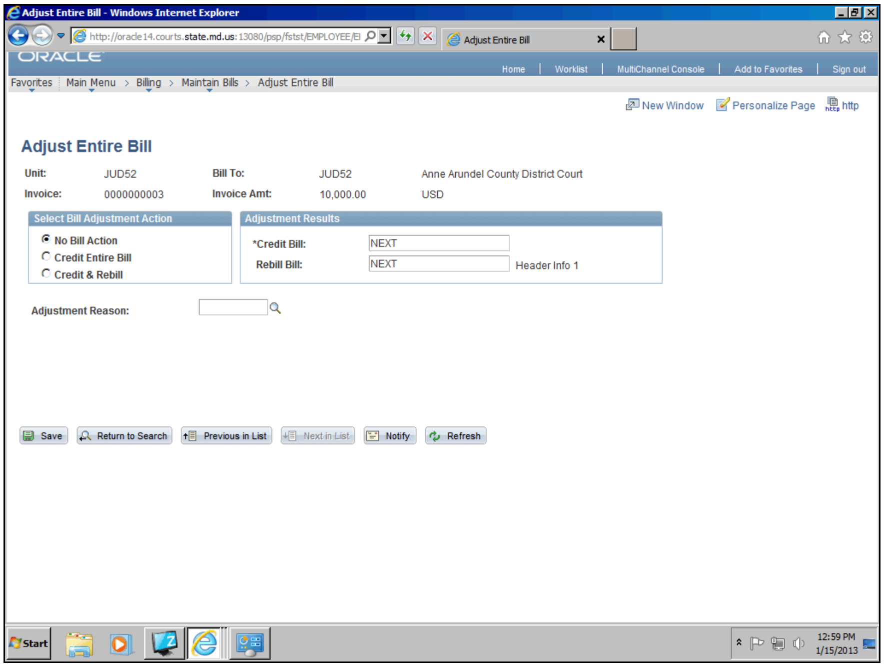
Procedure

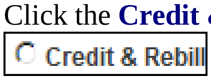
In this topic, you will credit and rebill an invoice.

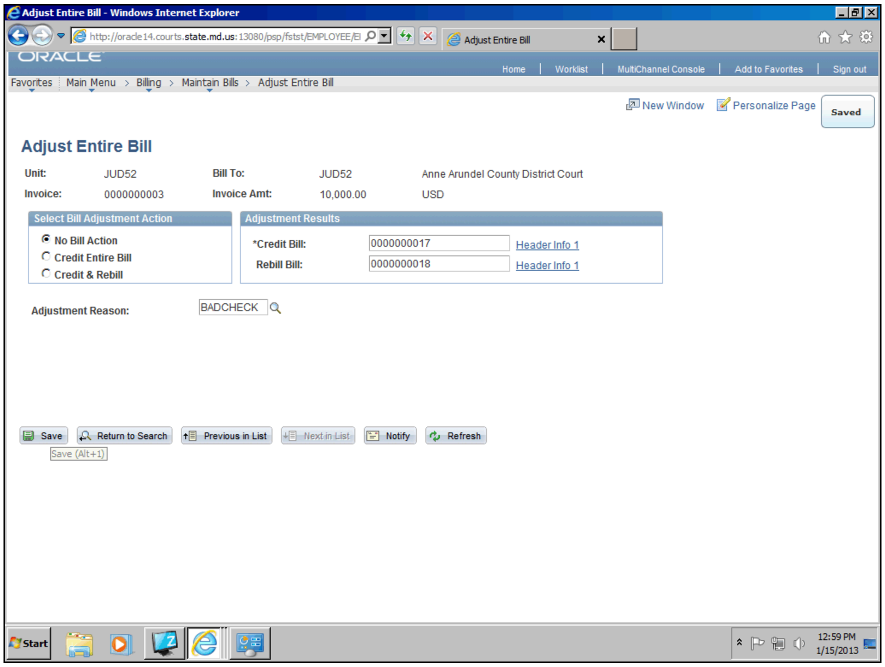
Step	Action
1.	Navigate to the **Adjust Entire Bill** page. Click the **Main Menu** button. Main Menu
2.	Click the **Billing** menu. Billing
3.	Click the **Maintain Bills** menu. Maintain Bills
4.	Click the **Adjust Entire Bill** menu. Adjust Entire Bill

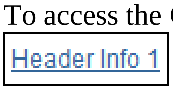
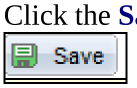


Step	Action
5.	The **Adjust Entire Bill** search page displays. Enter your Business Unit (Batch Agency) in the **Business Unit** field. In this example, enter "**JUD52**".
6.	Enter the Invoice number from the query identified in the previous step, then click the **Search** button. Search



Step	Action
7.	The **Adjust Entire Bill** page displays. Click the **Credit & Rebill** option. 
8.	Enter the desired information into the **Adjustment Reason** field. Enter "**BADCHECK**".
9.	Click the **Save** button. 



Step	Action
10.	Please make note of the **Credit Bill** and the **Rebill Bill** Invoice Numbers. Also note the two **Header Info** hyperlinks that now appear alongside the Invoice Numbers.
11.	To access the **Credit Bill Header,** click on **Header Info 1** link. 
12.	The **Billing General** page displays in a new Internet Explorer tab at the top of the page. Review the information. Click the **Save** button. 
13.	You have successfully completed the *Credit and Rebill Original Invoice* topic. You have learned how to: - credit and rebill an invoice **End of Procedure.**

7.4 Updating the Rebill Invoice

This topic shows you how to make a series of updates to the Bad Check Fee Rebill Invoice, which was created in the previous topic:

1. Using the Bad Check Charge Code, we will create a new row for the Bad Check Fee.

2. We will place the Bill in a Status of "Hold." Since the Bill is in a Status of "Hold," it will not be interfaced to Accounts Receivable. When legitimate payment is eventually received in full, we will cancel this invoice (this is covered in the previous topic). If a partial payment is received, we will drawdown the open balance of this invoice to process the partial payment.
3. We will update the Invoice Type, which updates the Invoice Form to Bad Check, so an invoice prints out in the correct format. The system allows us to do this, because at this point in the process, the Invoice has a Status of "New."
4. We will change the Customer ID from your local court number to the Customer ID we just setup a few steps back in this process.
5. We will add a new Bad Check Fee/charge to be included in the total invoice amount.
6. We will print the ProForma Invoice so it can be mailed to the local customer.

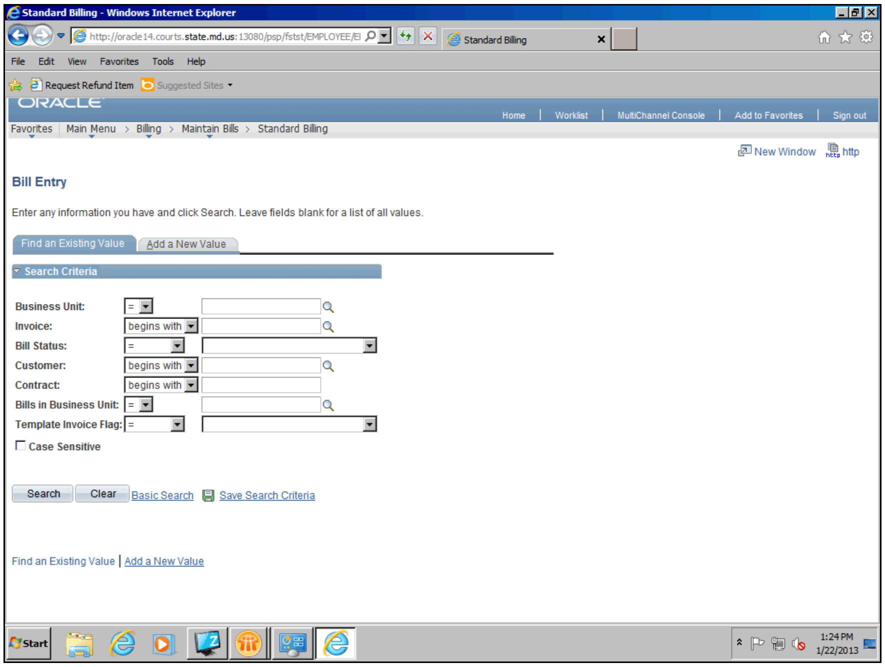
After completing this topic, you will be able to:

- Rebill an invoice

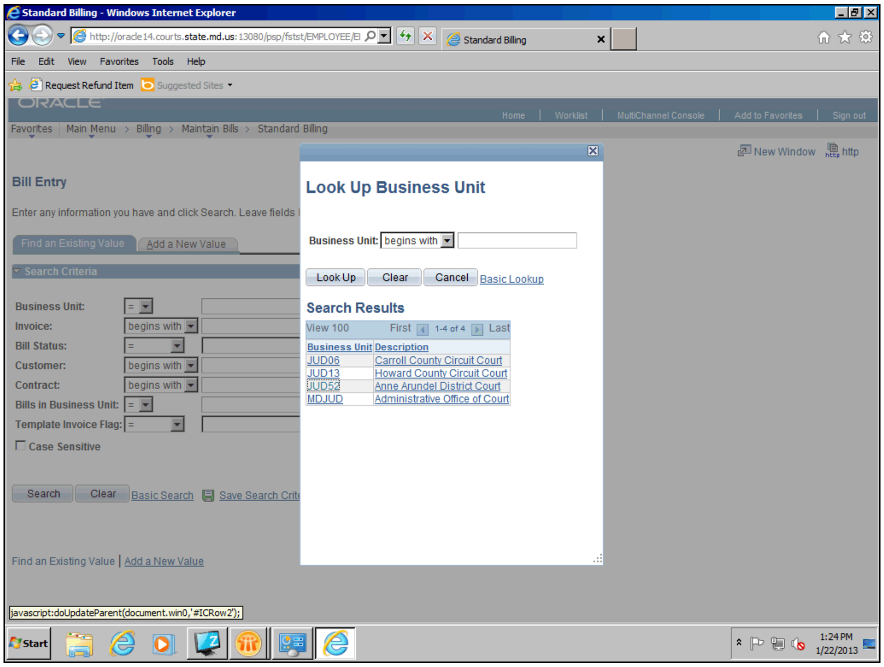
Procedure

In this topic, you will update the rebill invoice.

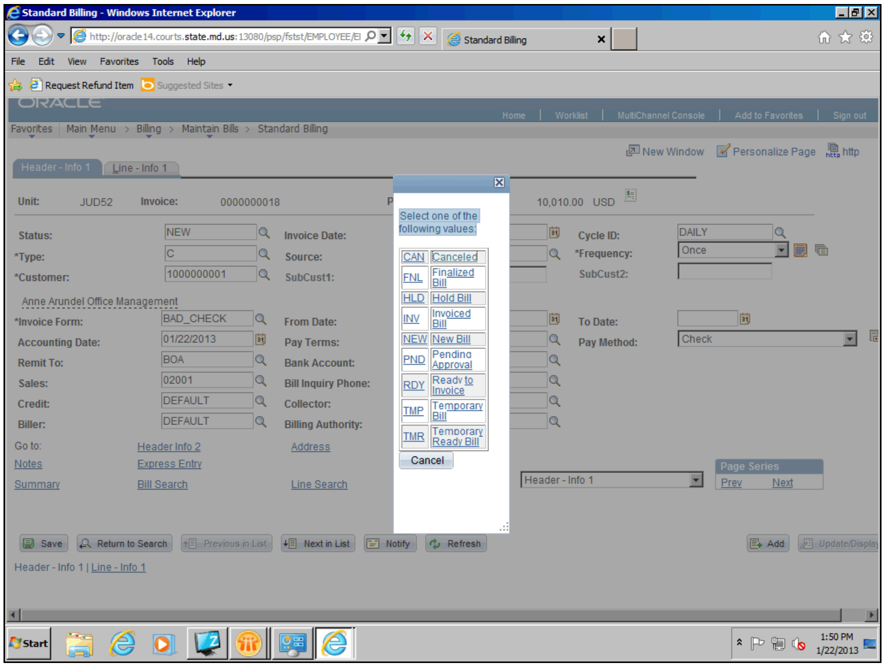
Step	Action
1.	Begin by navigating back to the **Adjust Entire Bill** page. Click the **Main Menu** button. Main Menu
2.	Click the **Menu sort** button.
3.	Click the **Billing** menu. Billing
4.	Click the **Maintain Bills** menu. Maintain Bills
5.	Click the **Adjust Entire Bill** menu. Adjust Entire Bill



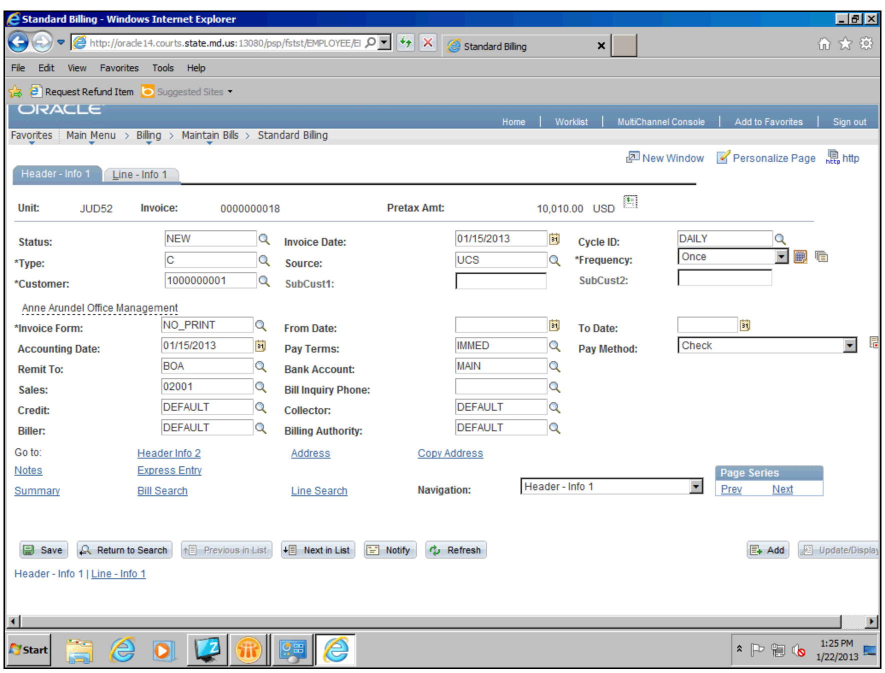
Step	Action
6.	The **Bill Entry** search page displays. Click the **Look up Business Unit** button to select your Business Unit. Your primary Business Unit should default in, however if you have access to additional Business Units there and there is a need to search for a transaction in another Business Unit, this is where you make that selection. Security permissions determine which Business Units you have access to. 



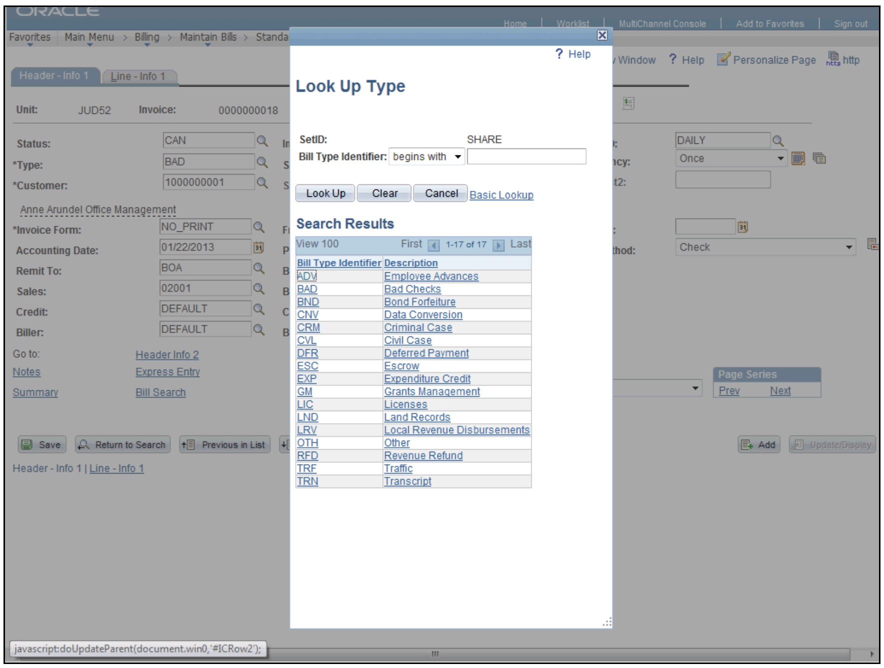
Step	Action
7.	The **Look Up Business Unit** window displays. Select your **Business Unit** (Batch Agency). JUD52
8.	Click the **Search** button. Search
9.	Select the **Rebill** Invoice you created in the previous topic. Rebill
10.	Click the **Look up Status** button. 



Step	Action
11.	Click the **Hold Bill** link. Hold Bill

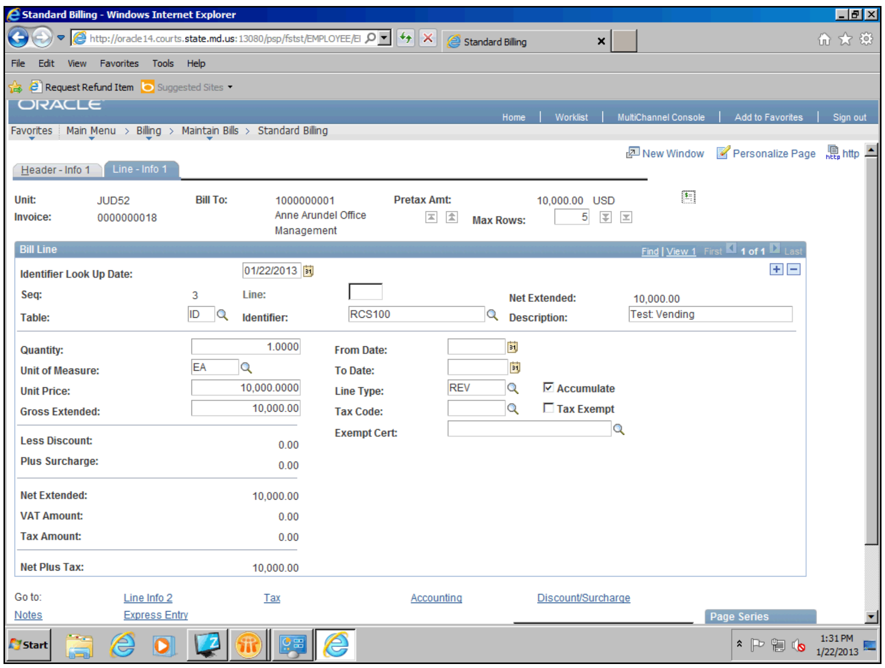


Step	Action
12.	The **Standard Billing - Header - Info 1** page displays. Enter "**t**" in the **Invoice Date** field for today's date.
13.	Enter "**t**" in the **Accounting Date** field for today's date.
14.	Click the **Look up Invoice Type** button.

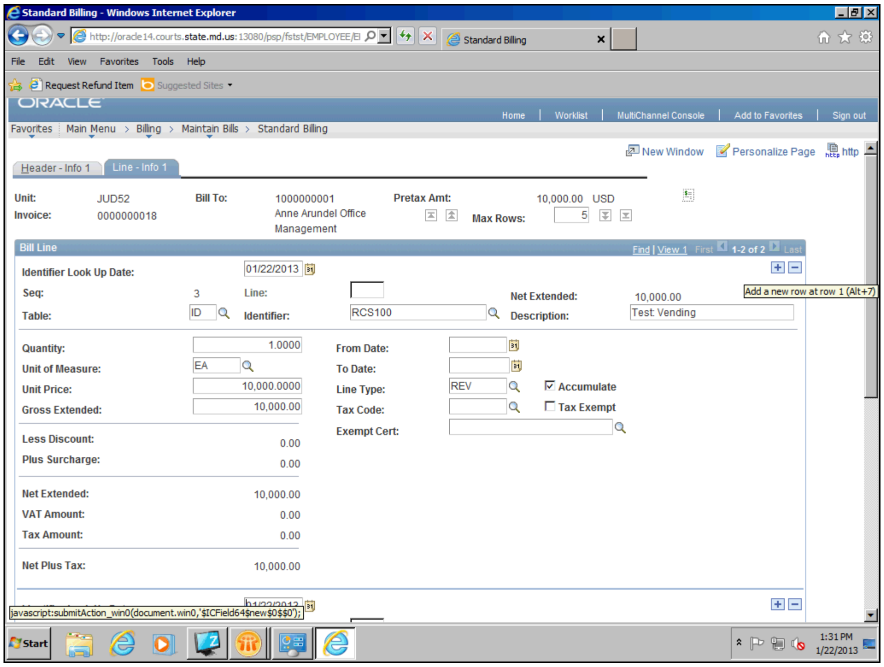


Step	Action
15.	The **Look Up Type** window displays. Click the **BAD** link. BAD
16.	Click the **OK** button. OK
17.	Enter or search for the new local customer you previously created. 1000000001
18.	Click the **Save** button. Save

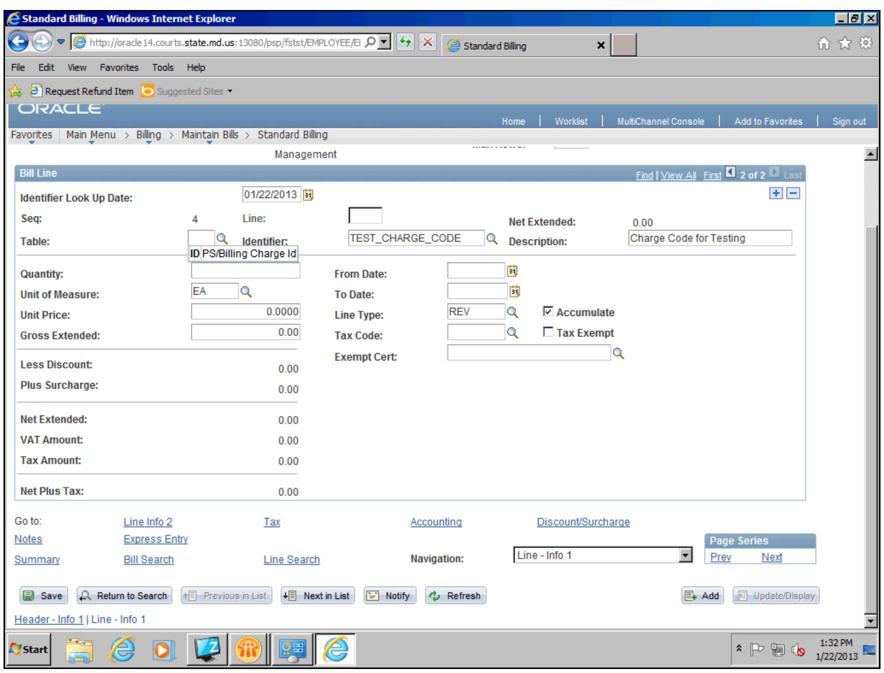
Step	Action
19.	Click the **Notes** link to add header level notes. The notes link on the Header tab will enter header-level notes. This is the suggested repository for all bill notes so they are kept in a centralized place. Typically notes are entered here if they apply to the whole bill, not just an individual line.
20.	Click the **Line - Info 1** tab. 



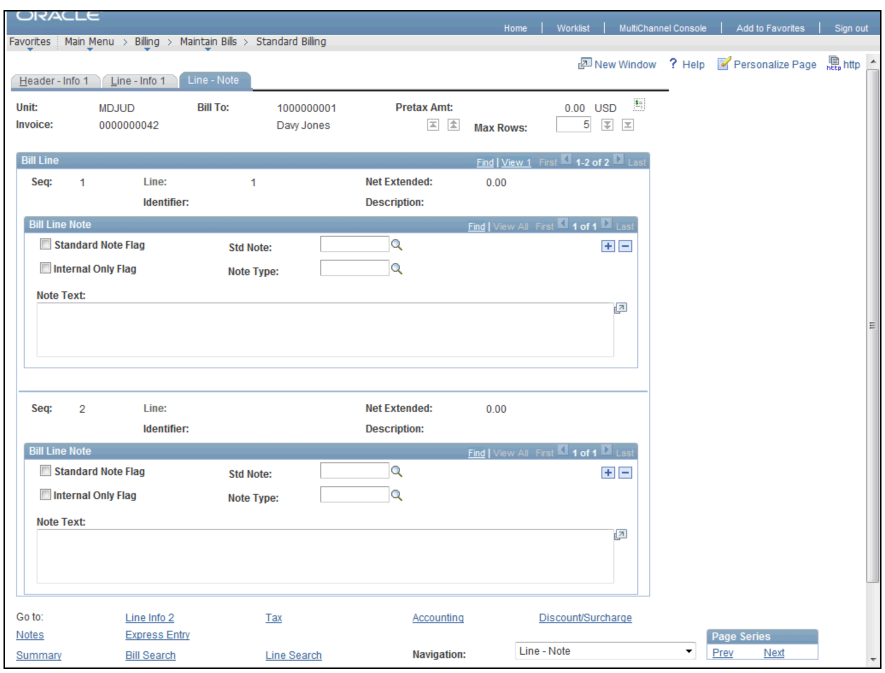
Step	Action
21.	The **Line - Info 1** page displays. Notice the line item(s) from the Credit Bill automatically carry forth onto the Rebill. Provided they still apply, they should not be changed. Next, we are going to add a line item for the Bad Check Fee.
22.	Click the **Add a new row at row 1** button. 



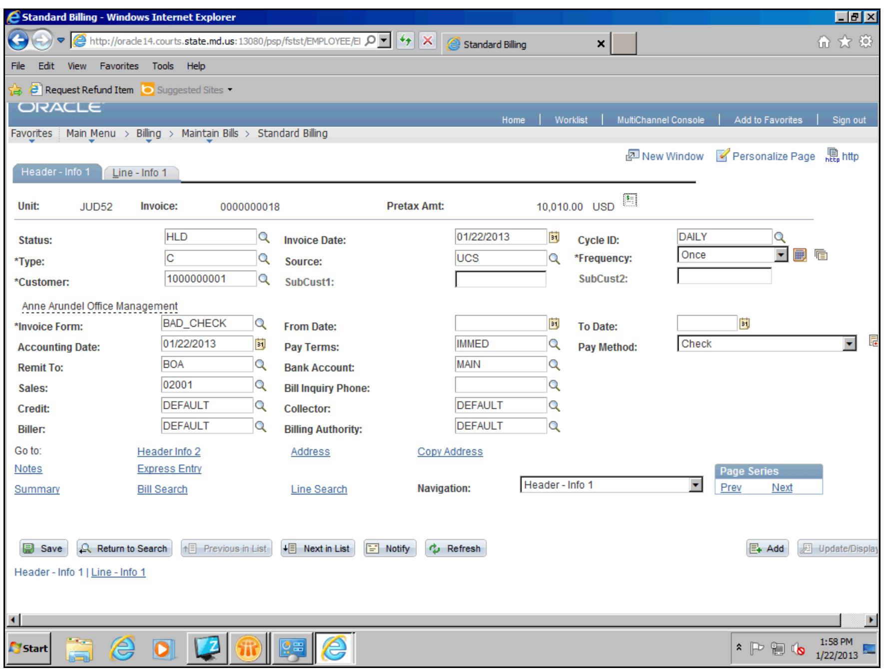
Step	Action
23.	Scroll the window downward and make sure you're looking at the line item you just added.



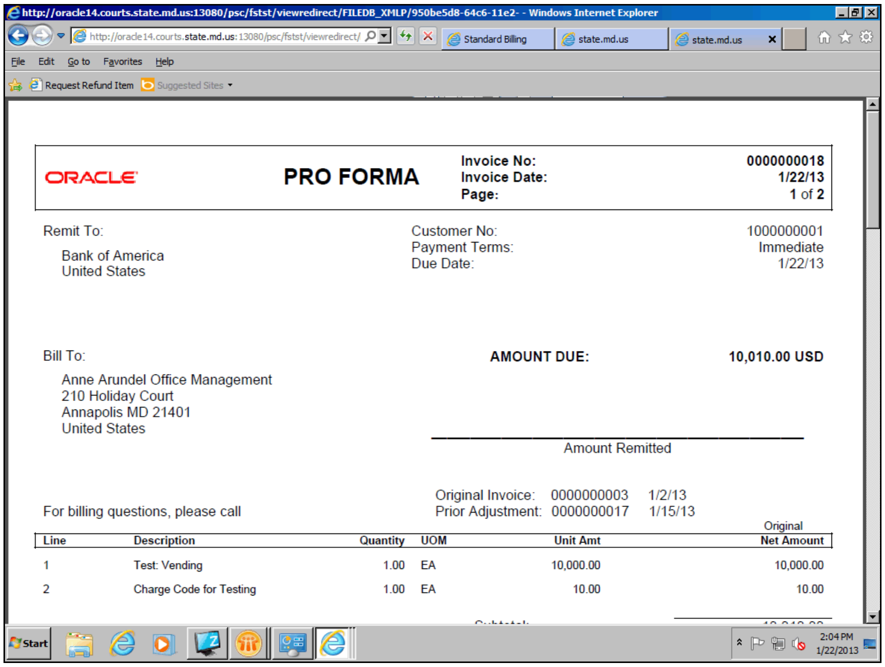
Step	Action
24.	Enter the desired information into the **Table** field. Enter "**ID**".
25.	Enter the desired information into the **Identifier** field. Enter "**BAD_CHECK_CHARGE**".
26.	Enter a quantity of "**1**" in the **Quantity** field. Make sure the Bill Line is the last in the series.
27.	The cost of the Bad Check Fee was updated in the **Unit Price** field.
28.	Click the **Refresh** button to see that the **Gross Extended** field is updated. Refresh
29.	You have the OPTION to also enter notes at the line level. Click the **Notes** link to add notes at the line level when you're on the Bill Line tab. Enter notes at this level if they are specific to the line itself. Any notes added here will be displayed on the ProForma invoice below the item description. Notes



Step	Action
30.	The **Line - Note** page displays. You can add notes for each **Bill Line**. You can also add multiple rows of notes under each Bill Line.
31.	Click the **Line - Info 1** tab. Line - Info 1
32.	Click the **Save** button. Save
33.	Click the **Header - Info 1** tab. Header - Info 1



Step	Action
34.	Click the **Pro Forma** button to generate the printable invoice.



Step	Action
35.	The **Pro Forma** statement displays in a new window. The ProForma invoice is printable to send to the bad check customer. **Note:** Accounting entires are *not* generated by this rebill since the invoice has a "Status of Hold." This is for tracking purposes only. When the receivable is paid with a legitimate form of payment, it will come through the BUS, at which point this invoice will need to be canceled.
36.	You have completed the *Updating the Rebill Invoice* topic. You have learned how to: - Update the Rebill Invoice **End of Procedure.**

7.5 Running the Single Action Invoice Process

Running the Single Action Invoice job includes several processes. The bills must have a status of "RDY" (Ready to Invoice) before this process is run. The first process, **Finalization**, creates the invoice, the next process will create the accounting lines for the Revenue distribution. We are running this step for the Credit Invoice created so the Revenue will be reversed when the Journal Entry is created.

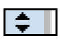
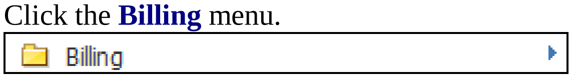
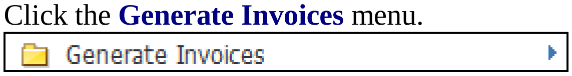
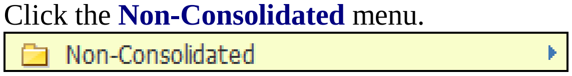
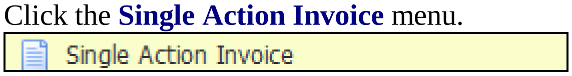
After completing this topic, you will be familiar with how the:

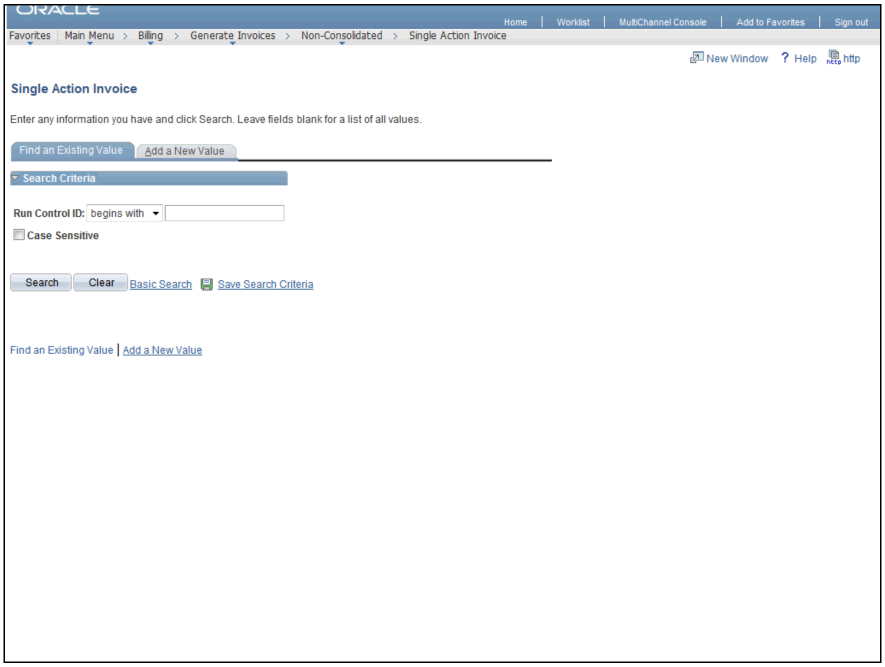
- Bill status is changed from 'RDY' (ready) to 'INV' (invoiced).

- The Change Status of Bills report is generated in the Finalize and Print process for review.
- The "Load GL Accounting Entries" reports are available for review in the process monitor.

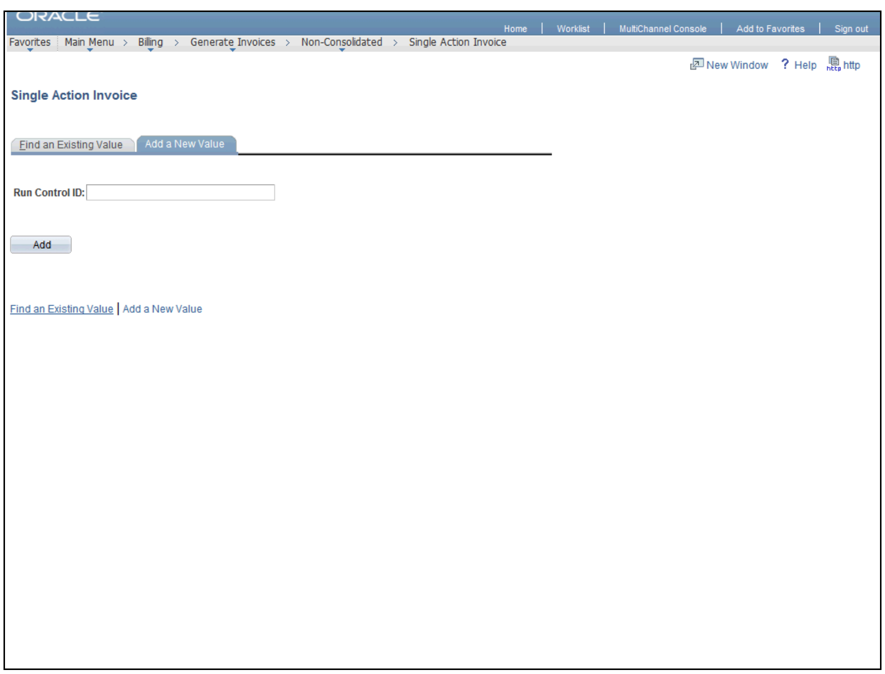
Procedure

In this topic, you will learn how to execute single action invoice process and review through a report.

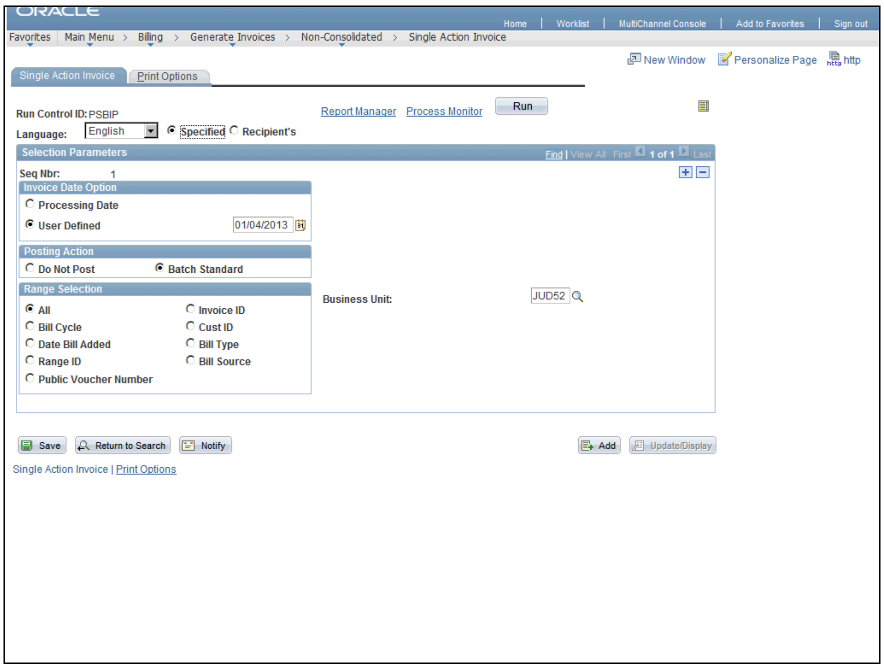
Step	Action
1.	Begin by navigating to the **Single Action Invoice** page. Click the **Main Menu** button. 
2.	Click the **Menu sort** button. 
3.	Click the **Billing** menu. 
4.	Click the **Generate Invoices** menu. 
5.	Click the **Non-Consolidated** menu. 
6.	Click the **Single Action Invoice** menu. 



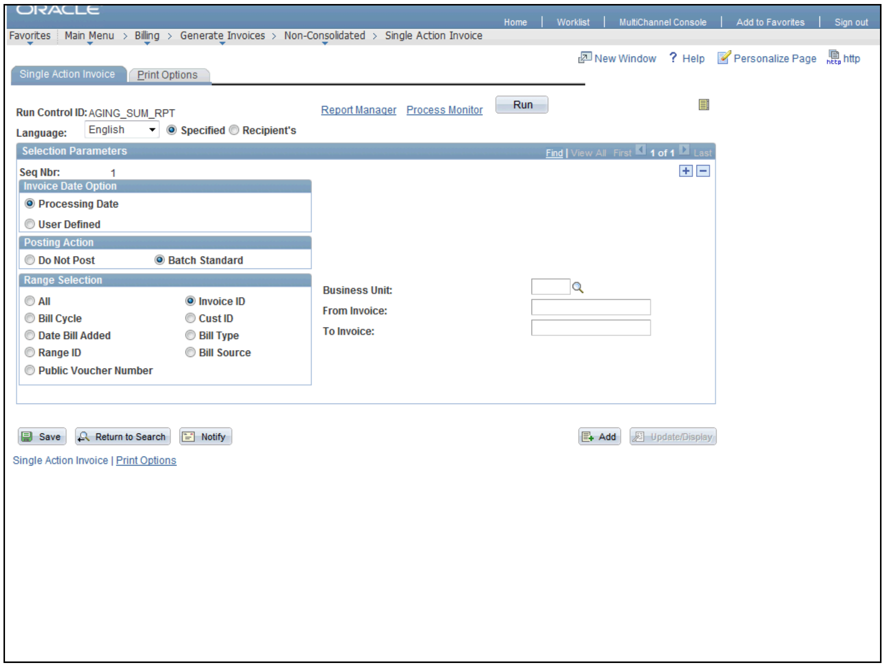
Step	Action
7.	The **Single Action Invoice** search page displays. Click the **Add a New Value** tab if there isn't an existing value available. Add a New Value



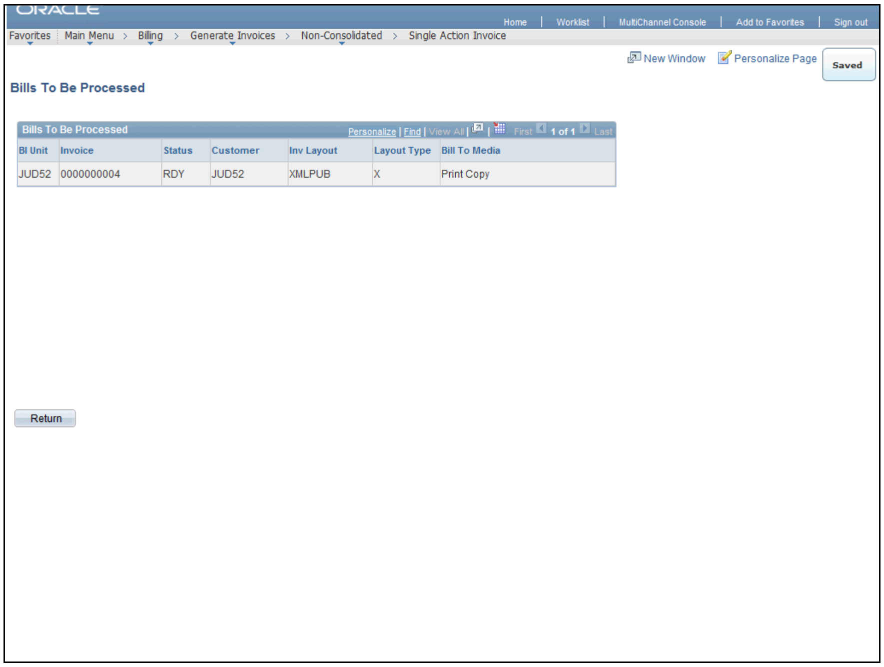
Step	Action
8.	The **Add a New Value** tab displays. Enter the desired information into the **Run Control ID** field. Recommendation is to enter "**Badcheck**." However, for this example, enter "**PSBIP**."
9.	Click the **Add** button. Add



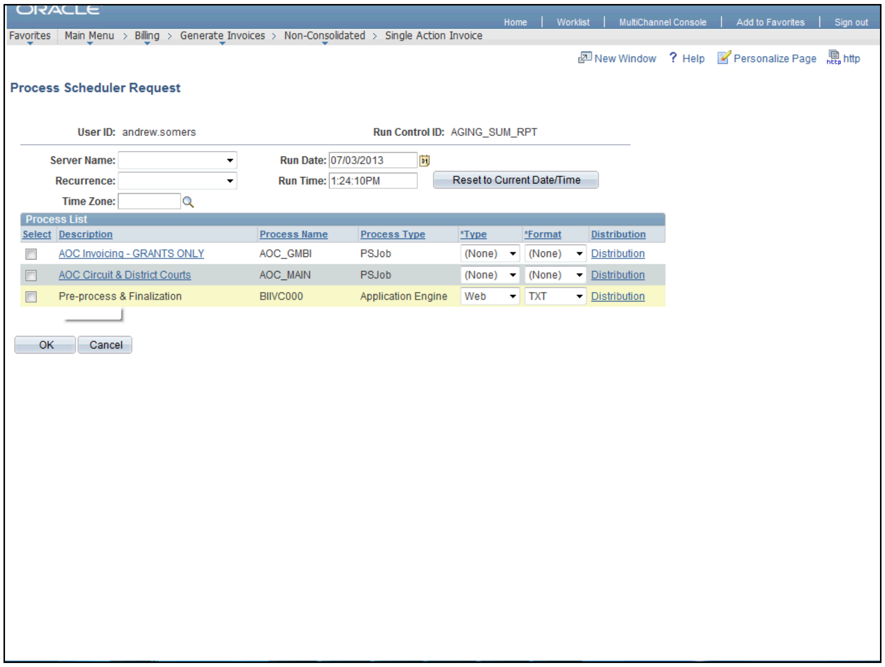
Step	Action
10.	The **Single Action Invoice** page displays. Click the **Processing Date** radio button. Processing Date
11.	Click the **Batch Standard** radio button if it is not already selected. Batch Standard
12.	Click the **Invoice ID** option. Invoice ID

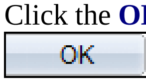


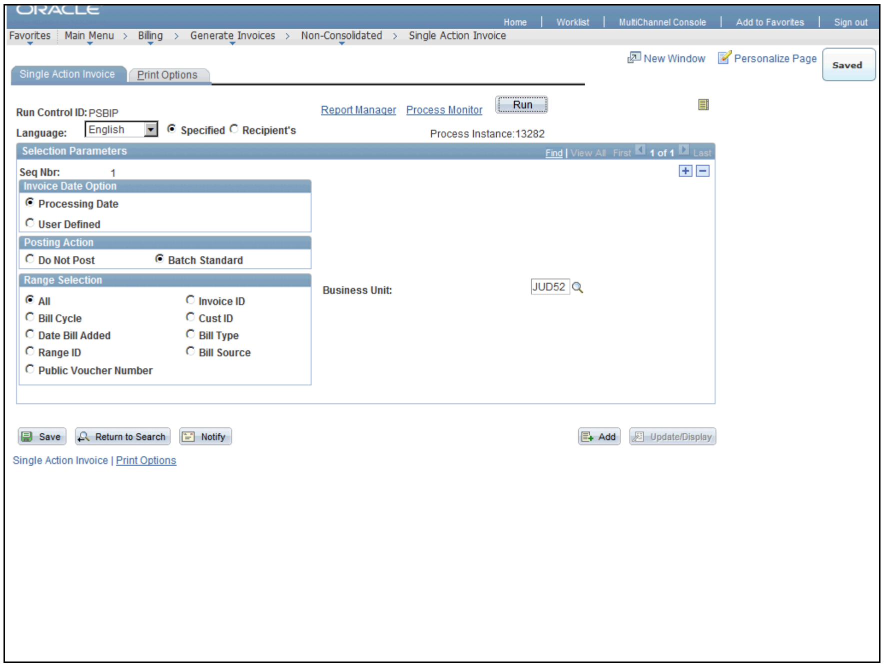
Step	Action
13.	Enter the appropriate Business Unit information into the **Business Unit** field. For this example, enter "**JUD52**".
14.	Enter the Credit Invoice number you previously created into the **From Invoice** field. Enter "**0000000004**". **Note:** The **To Invoice** field will be automatically defaulted in.
15.	Click the **Save** button. 
16.	Click the **Bills To Be Processed** icon. 



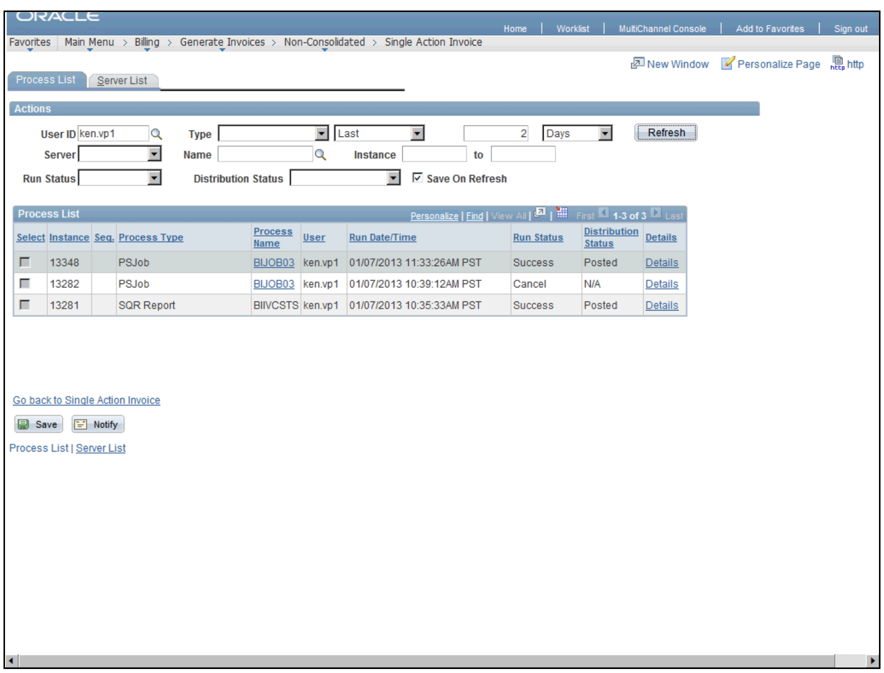
Step	Action
17.	The **Bills To Be Processed** page displays. Review the lines being processed. Click the **Return** button. Return
18.	Click the **Run** button. Run



Step	Action
19.	the **Process Scheduler Request** page displays. Click the **Select** option for **AOC Circuit & District Courts**. 
20.	Click the **OK** button. 



Step	Action
21.	Click the **Process Monitor** link. Process Monitor



Step	Action
22.	The **Process List** displays. Click the **Refresh** button until the Run Status and Distribution Status are changed. Refresh
23.	Click the **Save** button once the **Run Status** is "Success" and the **Distribution Status** is "Posted". Save
24.	To make the invoices to be viewable in the customers account, run the **Single Action Invoice** process.
25.	You have successfully completed the *Run the Single Action Invoice Process* topic. You have learned to: - execute the single action invoice process - generate report for review **End of Procedure.**

7.6 Canceling an Invoice

Upon receipt of payment for a Bad Check invoice, the BUS Interface will aggregate that transaction and load it into PeopleSoft Billing (BI) and Receivables (AR), creating an invoice (BI) and deposit (AR). There will be a process for identifying payments received through the BUS as Bad Check payments. By Case Number, Receipt Number, or Citation Number, the associated rebill invoice put on Hold needs to be canceled. This script shows the process for canceling the invoice due to payment received in full.

After completing this topic, you will be able to:

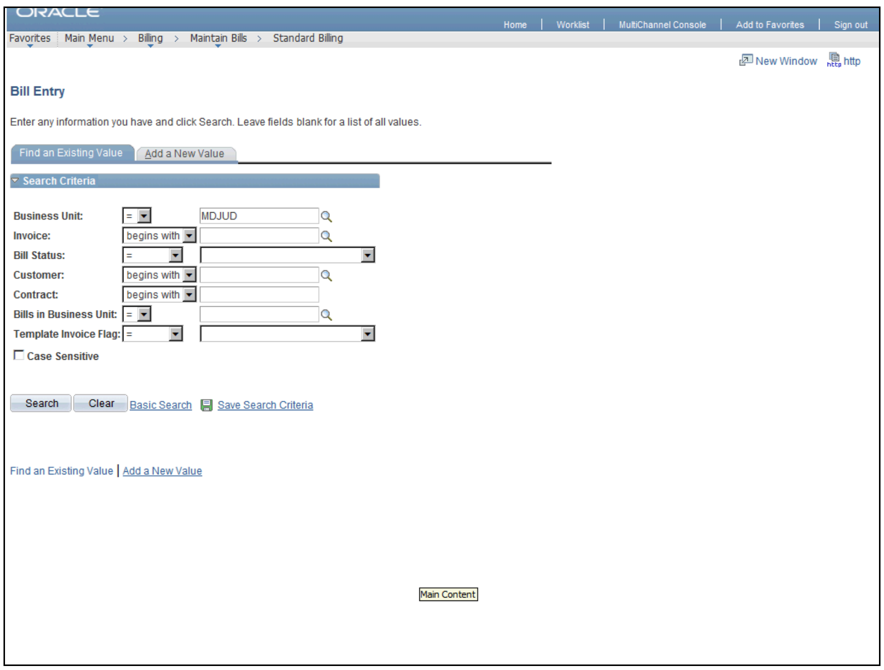
- Cancel an invoice

Procedure

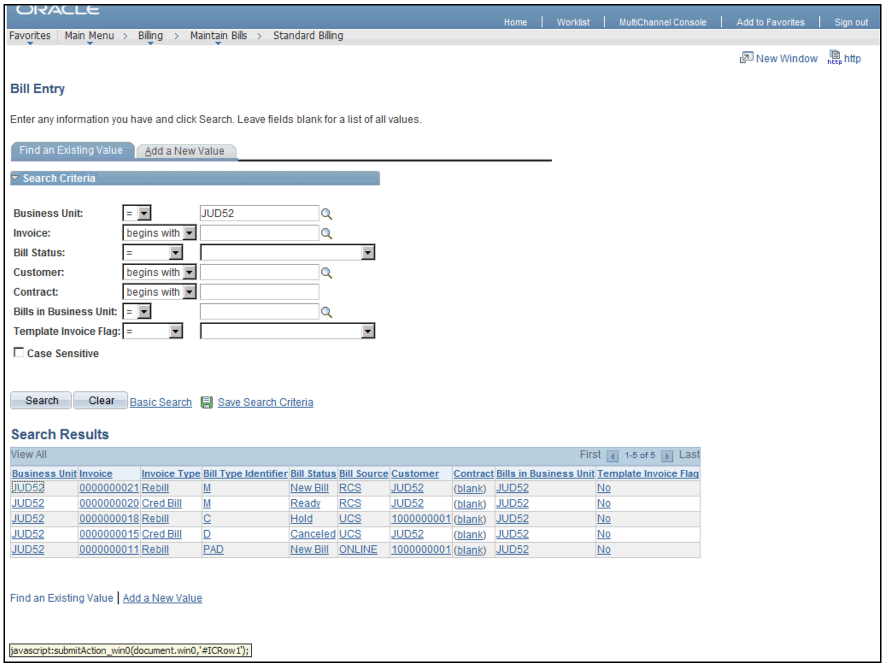
In this topic, you will cancel an invoice.

Step	Action
1.	Navigate to the **Bill Entry** page. Click the **Main Menu** button. Main Menu
2.	Click the **Menu not sorted. Click to sort in ascending order.** button.

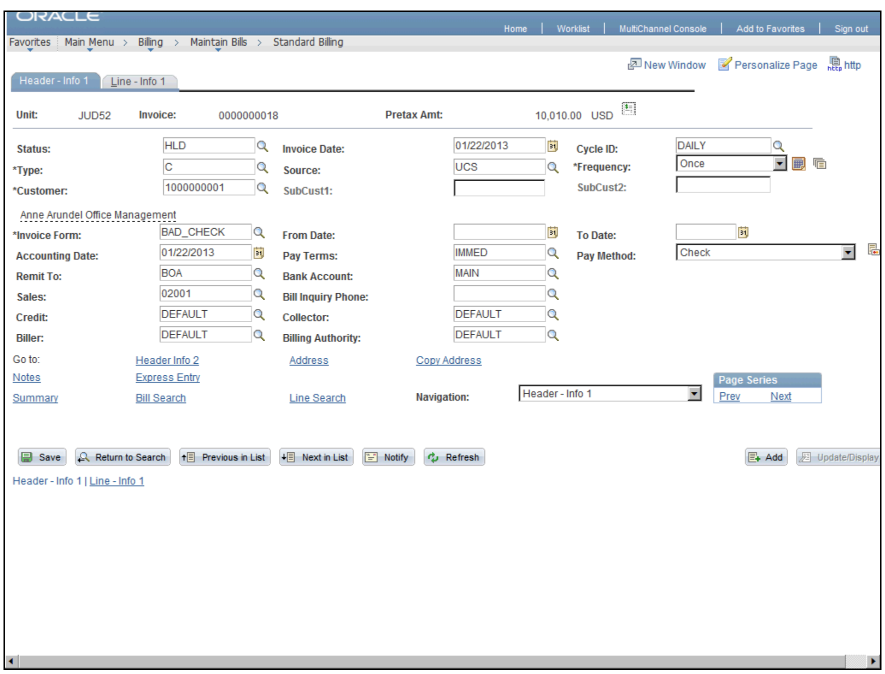
Step	Action
3.	Click the **Billing** menu. Billing
4.	Click the **Maintain Bills** menu. Maintain Bills
5.	Click the **Standard Billing** menu. Standard Billing



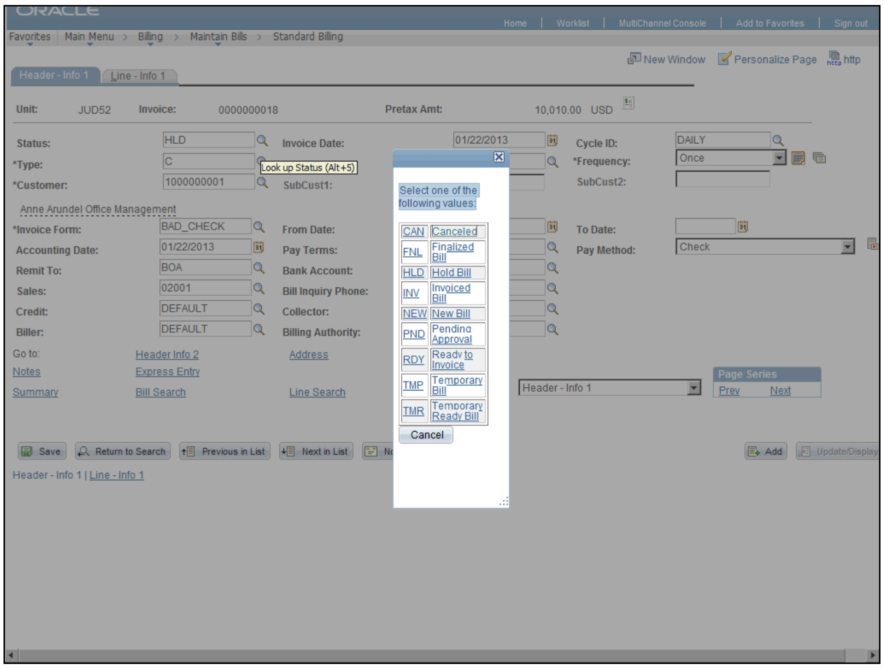
Step	Action
6.	The **Bill Entry** search page displays. Enter your Business Unit (BU) in the **Business Unit** field. This value should be consistent with the BU used in previous scripts within this scenario. Enter "**JUD52**".
7.	Click the **Search** button. Search



Step	Action
8.	Click the **Rebill Invoice** number created earlier in this lesson. Click the **0000000018** link. 0000000018



Step	Action
9.	The **Bill Entry - Header Info 1** page displays. Click the **Look up Status** button. 



Step	Action
10.	The **Look Up Status** window displays. Click the **Canceled** link. Canceled
11.	Click the **Save** button.  Save
12.	Verify that the bill is Saved with a Status of "**Canceled**."
13.	You have successfully completed the Cancel Invoice topic. You have learned how to: - Cancel an invoice **End of Procedure.**

Lesson 8: Processing Local Revenue Disbursements

Lesson Overview
The Judiciary collects revenue on behalf of local jurisdictions and state agencies. This lesson details the process by which the Judiciary will disburse the correct portion of collected revenue to the applicable local jurisdictions and state agencies.

The Local Revenue Disbursement process will generate credit invoices for the correct allocated amounts based on collected revenue. We leverage PeopleSoft delivered refund functionality to load these into the Accounts Payable module for voucher creation and disbursement

Lesson Objectives:
After completing this lesson, you will be able to:

- Run the Local Revenue Disbursements process
- Run the Billing Interface
- Review credit bills that were created by the Local Revenue Disbursements process and brought into Billing through the Billing Interface
- Create a manual Credit Invoice for the Interest owed to each Local Disbursement customer.
- Process the credit bills into Invoices
- Create a Maintenance Worksheet to use delivered refund functionality to make the credit Invoices available for AP vouchering and disbursement
- Run the Load AR to AP process.

8.1 Running the Local Revenue Disbursements Process

This topic covers the steps to run the Local Revenue Disbursements process. It will create credit invoices with a Bill Type of LRV in the correct amount, as defined by the Charge Code to Distribution Code relationship where the local revenue disbursement amount can be defined by fixed amount or percentage.

After completing this topic, you will be able to:

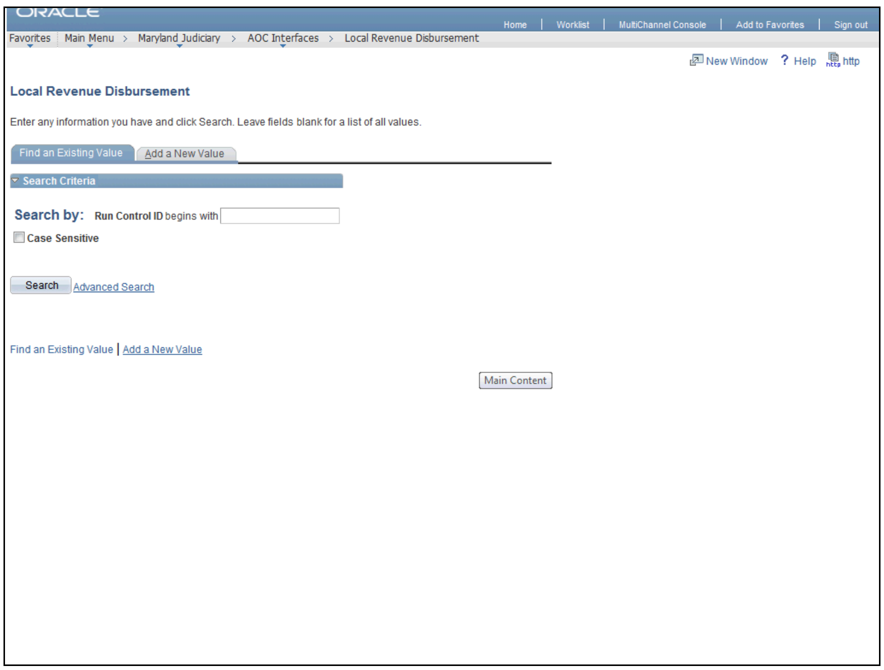
- Run the local revenue disbursement process

Procedure

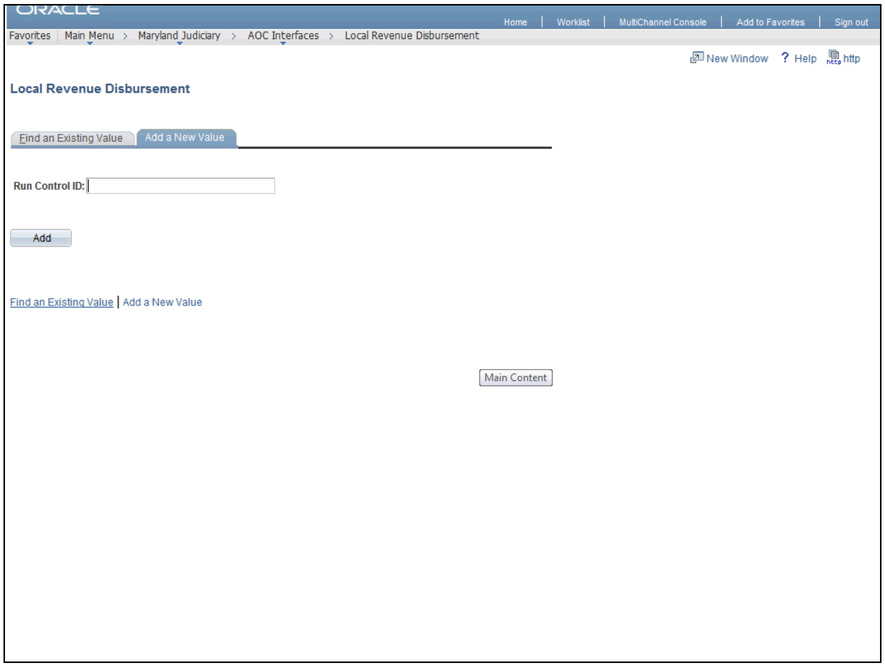
In this topic, you will run the local revenue disbursement process.

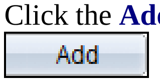
Step	Action
1.	Navigate to the **Local Revenue Disbursement** page. Click the **Main Menu** button. 

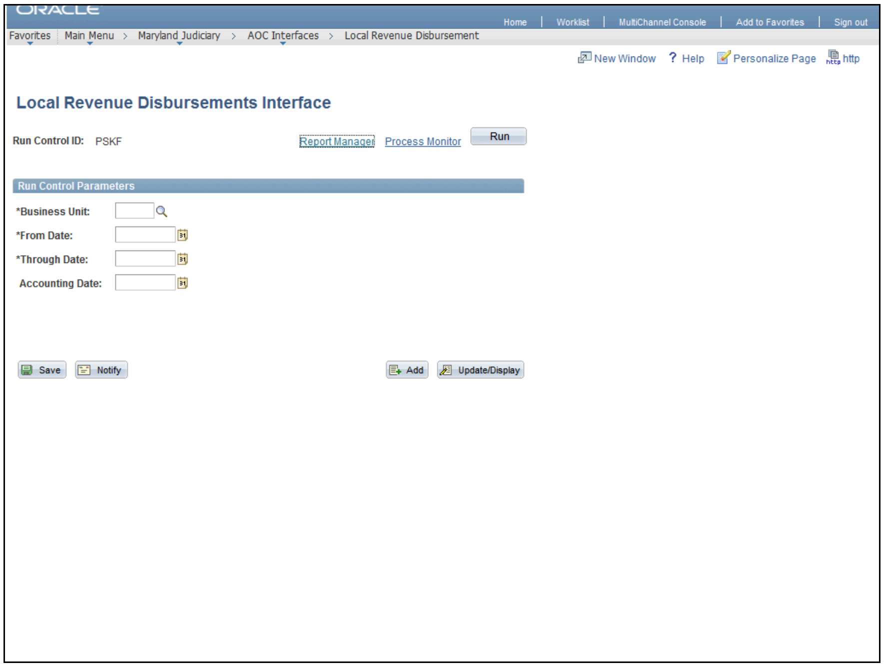
Step	Action
2.	Click the **Maryland Judiciary** menu. Maryland Judiciary
3.	Click the **AOC Interfaces** menu. AOC Interfaces
4.	Click the **Local Revenue Disbursement** menu. Local Revenue Disbursement



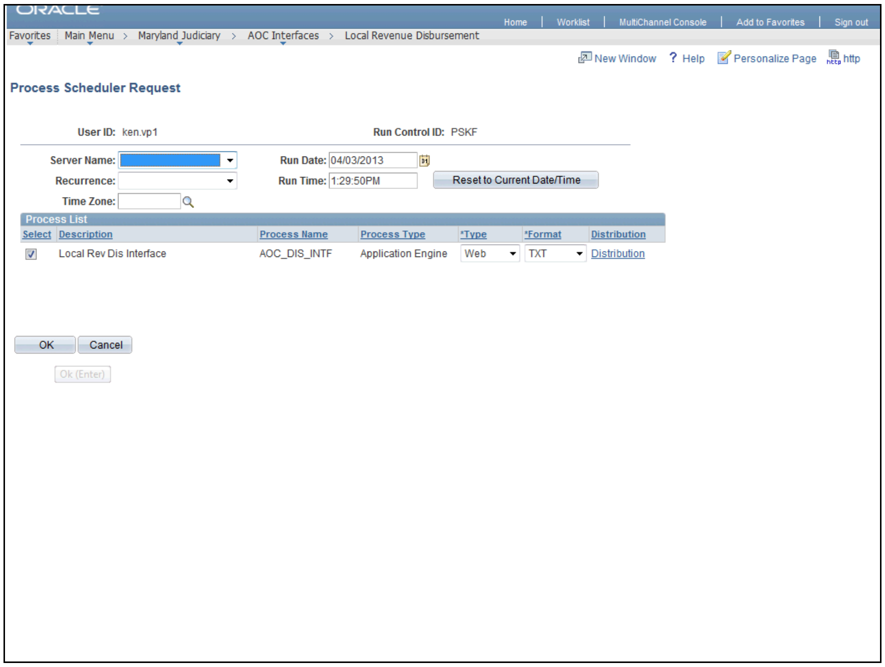
Step	Action
5.	The **Local Revenue Disbursement** search page displays. Click the **Add a New Value** tab. Add a New Value

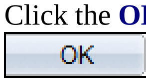
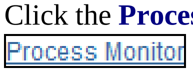


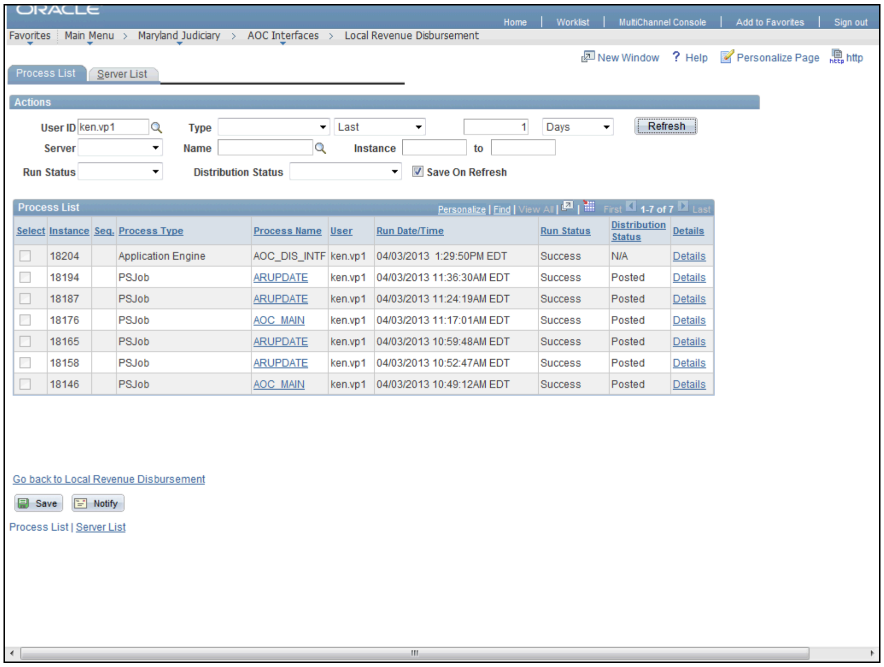
Step	Action
6.	The **Add a New Value** tab displays. Enter the desired information into the **Run Control ID** field. Enter "**PSKF**".
7.	Click the **Add** button. 

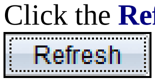


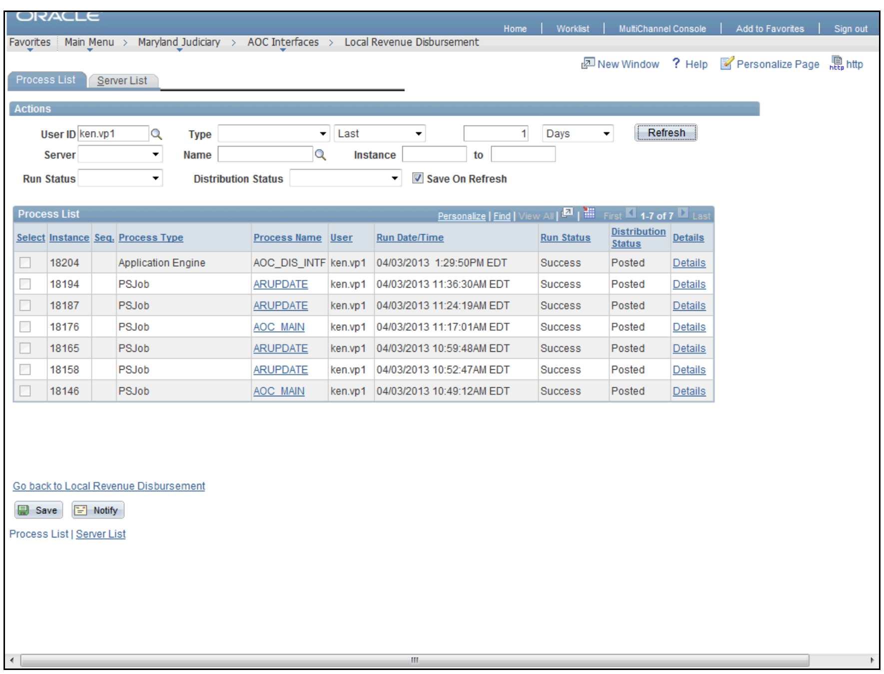
Step	Action
8.	The **Local Revenue Disbursements Interface** page displays. Enter the desired information into the **Business Unit** field. Enter "**jud53**".
9.	Enter the desired information into the **From Date** field. Enter "**09/01/12**".
10.	Enter the desired information into the **Through Date** field. Enter "**09/30/12**".
11.	Click in the **Accounting Date** field and enter the appropriate date. The **From Date** and **To Date** are typically the month range prior to today's date example. If we are processing this around May 7th, the From Date would be from the subsequent month, 04/01/2013, and the Through Date would be 04/30/2013, the last day of the month. The Accounting Date will default in from the Through Date.
12.	Click the **Save** button. Save
13.	Click the **Run** button. Run



Step	Action
14.	The **Process Scheduler Request** page displays. Click the **OK** button. 
15.	Click the **Process Monitor** link. 



Step	Action
16.	The **Process List** displays. Click the **Refresh** button. 



Step	Action
17.	Verify the **Run Status** reads **Success** and the **Distribution Status** is **Posted**.
18.	You have successfully completed the *Running the Local Revenue Disbursements Process* topic. You have learned how to: - Run the local revenue disbursements process **End of Procedure.**

8.2 Running the Billing Interface

The Billing Interface officially loads the local revenue disbursement from the staging table to the Billing module for subsequent processing. Bills are loaded with a Status of New. This topic shows how to kick off the process and also includes steps to verify the process ran successfully. We will generate a PDF report by drilling into the Billing Interface Process in a section of PeopleSoft called Process Monitor, a centralized repository of information on all processes ran throughout the application.

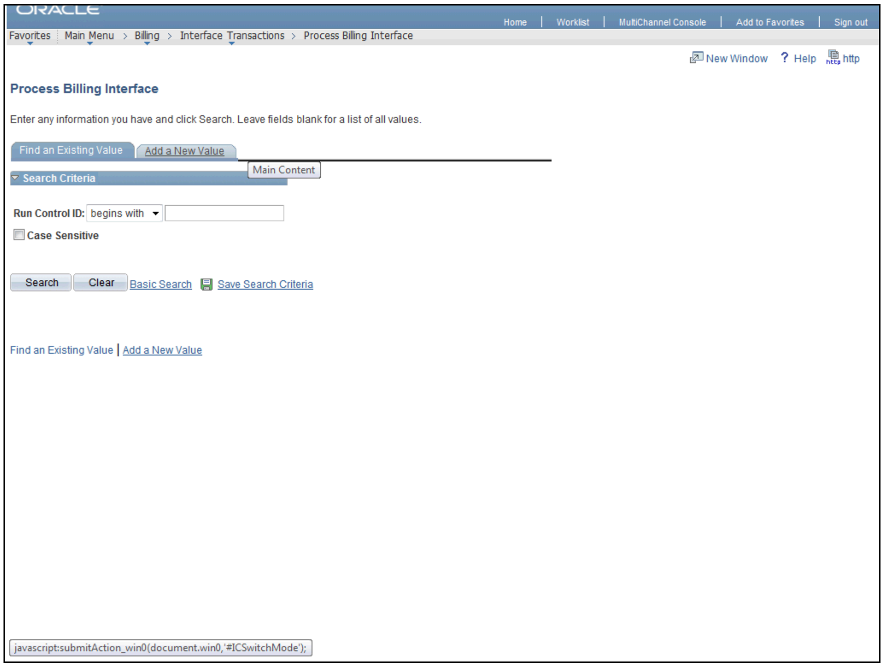
After completing this topic, you will be able to:

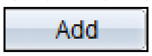
- Run the billing interface

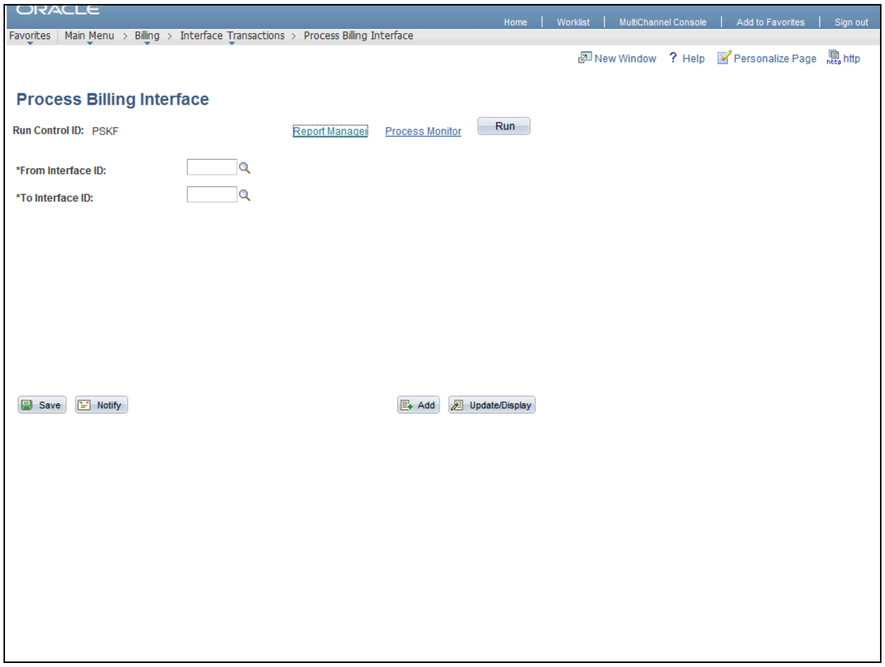
Procedure

In this topic, you will run the Billing Interface.

Step	Action
1.	Navigate to the **Process Billing Interface** page. Click the **Main Menu** button. Main Menu
2.	Click the **Menu not sorted. Click to sort in ascending order.** button.
3.	Click the **Billing** menu. Billing
4.	Click the **Interface Transactions** menu. Interface Transactions
5.	Click the **Process Billing Interface** menu. Process Billing Interface

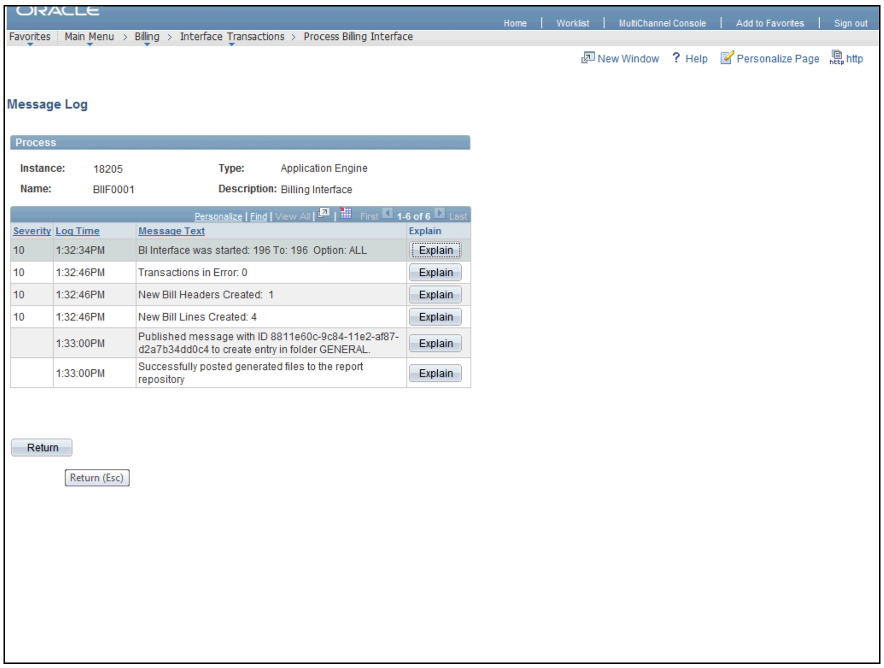


Step	Action
6.	The **Process Billing Interface** search page displays. Click the **Add a New Value** tab. 
7.	Enter the desired information into the **Run Control ID** field. Enter "**Local_Revenue**".
8.	Click the **Add** button. 



Step	Action
9.	The **Process Billing Interface** page displays. Click the **Look up From Interface ID** button.
10.	Click the **196** link. 196
11.	Click the **Save** button. Save
12.	Click the **Run** button. Run
13.	The **Process Scheduler Request** page displays. Click the **Select** option for **Billing Interface**.
14.	Click the **OK** button. OK
15.	Click the **Process Monitor** link. Process Monitor
16.	Click the **Refresh** button. Refresh

Step	Action
17.	Click the **Details** link once the Run Status reads **Success** and the Distribution Status reads **Posted**. Details
18.	Click the **Message Log** link. Message Log



Step	Action
19.	The **Message Log** displays. *New Bill Headers Created*, *New Bill Lines Created* and *Transactions in Error* will be shown on this page. Click the **Return** button. Return
20.	Click the **OK** button. OK
21.	You have successfully completed the *Running the Billing Interface* topic. You have learned how to: - run the billing interface **End of Procedure.**

8.3 Reviewing Bills

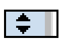
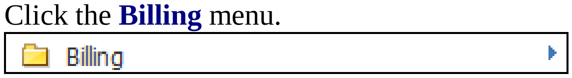
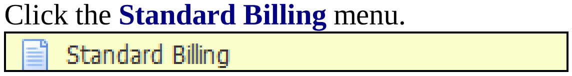
After running the Billing Interface, this topic shows how to search for the invoices with a Bill Type of LRV to ensure they were properly created and ready for subsequent processing.

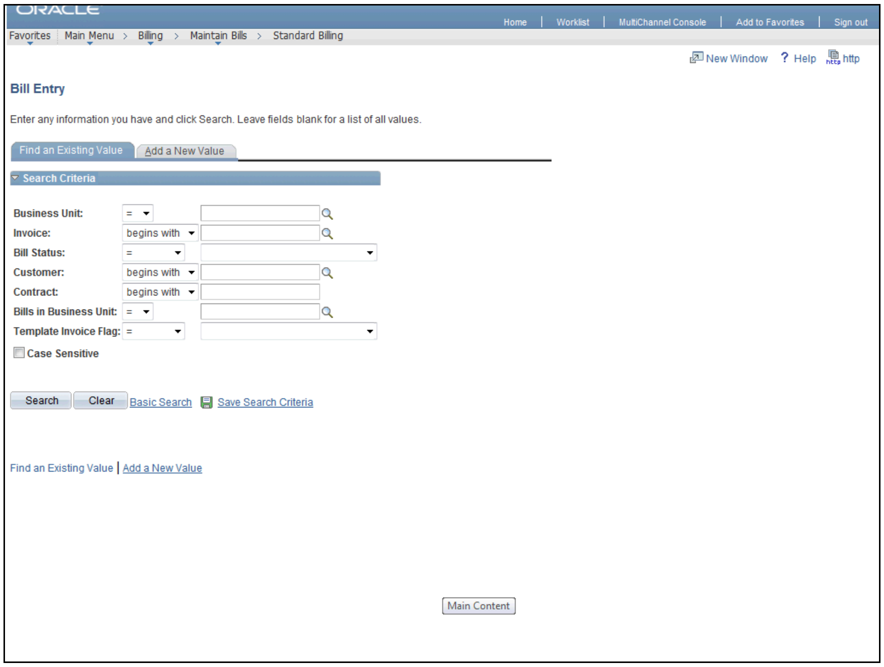
After completing this topic, you will be able to:

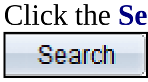
- Review the bills you have created and/or run previously

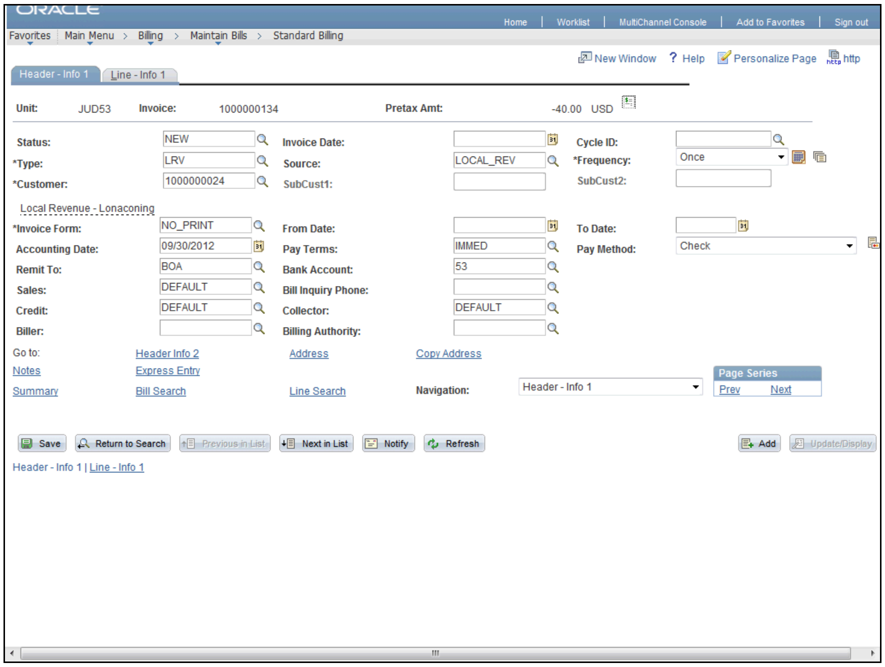
Procedure

In this topic, you will learn the process involved to review bills.

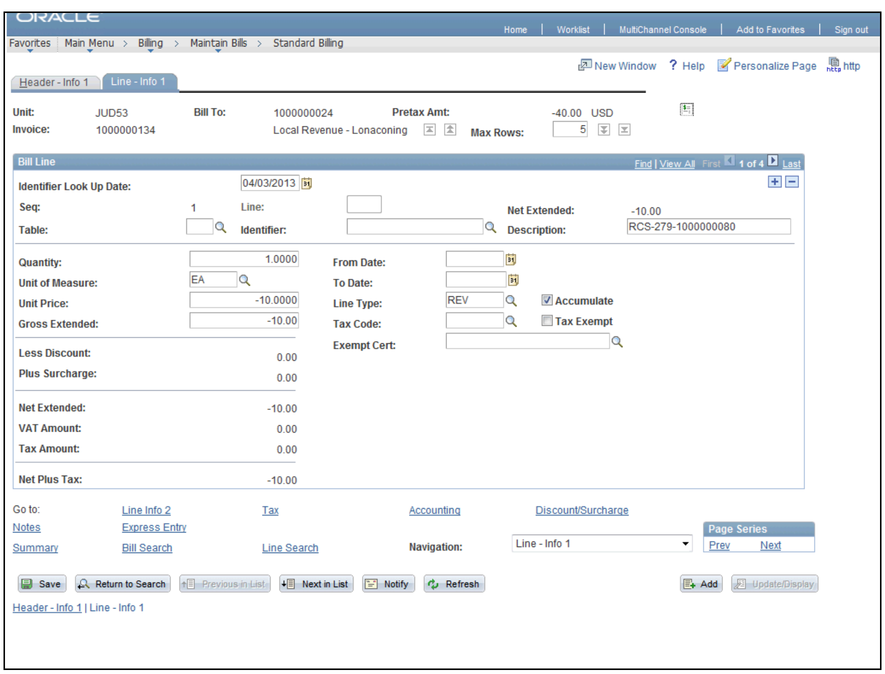
Step	Action
1.	Navigate to the **Bill Entry** page. Click the **Main Menu** button. 
2.	Click the **Menu not sorted. Click to sort in ascending order.** button. 
3.	Click the **Billing** menu. 
4.	Click the **Maintain Bills** menu. 
5.	Click the **Standard Billing** menu. 



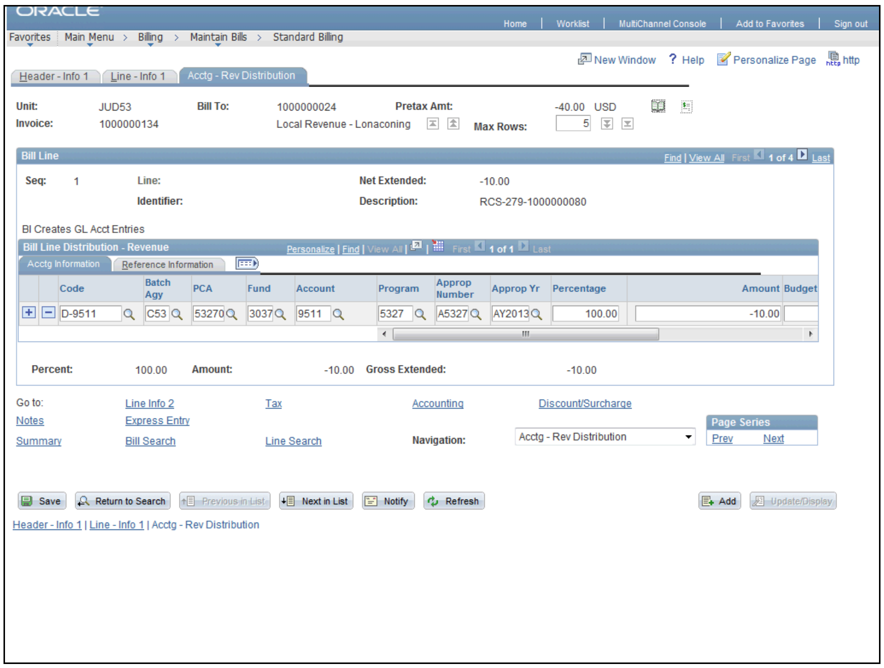
Step	Action
6.	The **Bill Entry** search page displays. Enter the desired information into the **Business Unit** field. Enter "**jud53**".
7.	Click the **Search** button. 
8.	Click the **LOCAL_REV** link. 



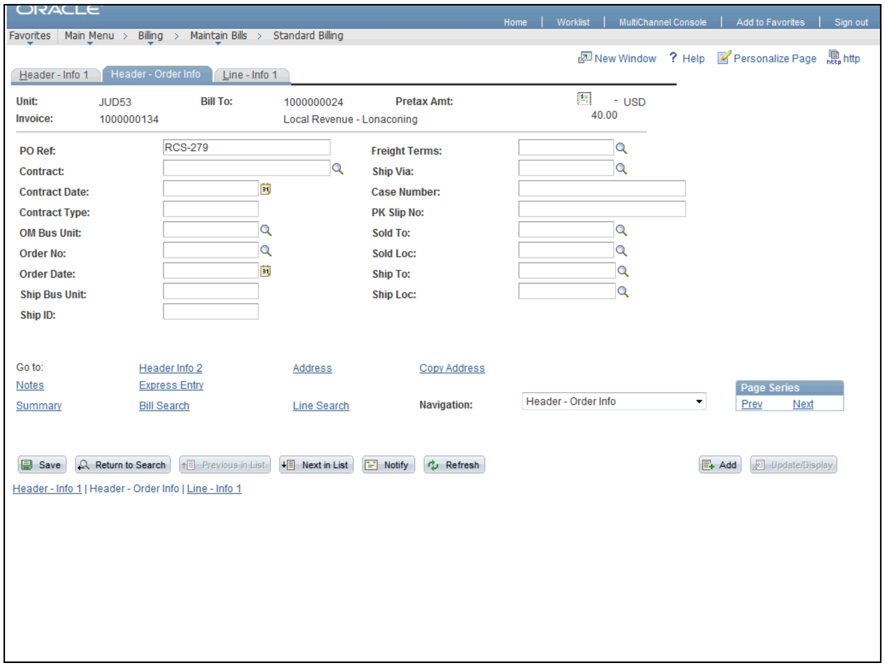
Step	Action
9.	The **Bill Entry - Header Info 1** page displays. Click the **Line - Info 1** tab. Line - Info 1

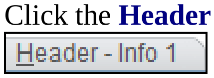
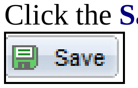


Step	Action
10.	The **Line - Info 1** tab displays. Click the **Accounting** link. Accounting



Step	Action
11.	The **Acctg - Rev Distribution** tab displays. Click the **Navigation** list. Acctg - Rev Distribution
12.	Click the **Header - Order Info** menu item. Header - Order Info



Step	Action
13.	The **Header - Order Info** page displays. Make note of the **PO Ref** number.
14.	Click the **Header - Info 1** tab. 
15.	Review the information on the page. Click the **Save** button. 
16.	You have successfully completed the *Reviewing Bills* topic. You have learned how to: - navigate through and review bills **End of Procedure.**

8.4 Updating the Invoice Status to Ready

Bills created from the Billing Interface or bills that are created manually will be loaded and saved with a Status of 'New'. Bills' status must be changed from 'New' to 'Ready', which means ready to invoice. The system will allow you to process **Change Status of Bills** for one or multiple bills at a time. A report file, *Invoice Status Change Report* is created during this Bill Status Change process that lists all of the invoices where the status was changed from 'New' to 'Ready'.

NOTE: There are two types of bills, (1) deferred payment tracking and (2) bad checks, that are saved in the system as placeholders and will never be changed to ready status.

In this topic, you will use the **Change Status of Bills** page to change the status of a bill from 'New' to 'Ready'.

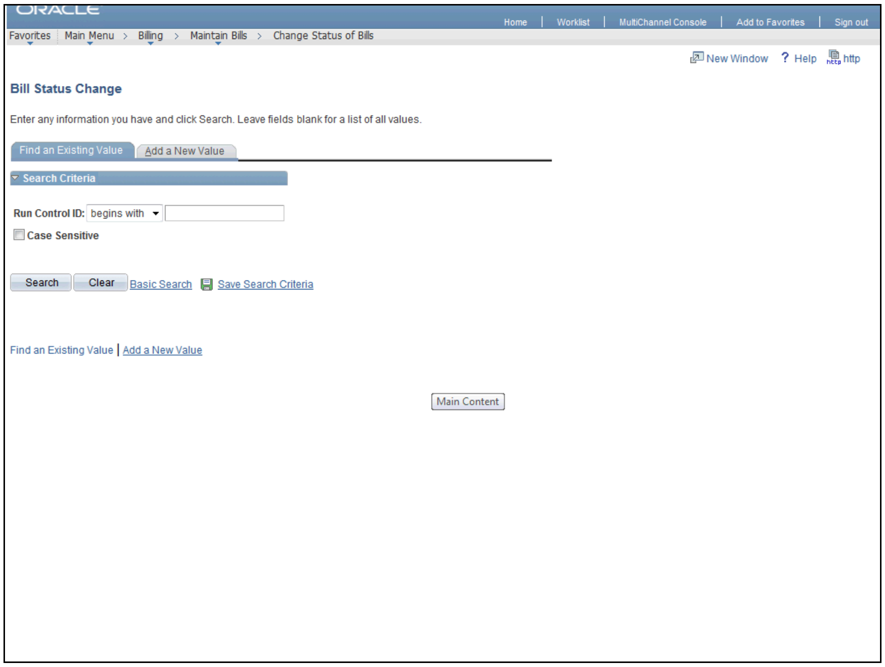
After completing this topic, you will be familiar with how to:

- Change the status of bills from 'New' to 'Ready' status
- Run and review the *Invoice Status Change Report*

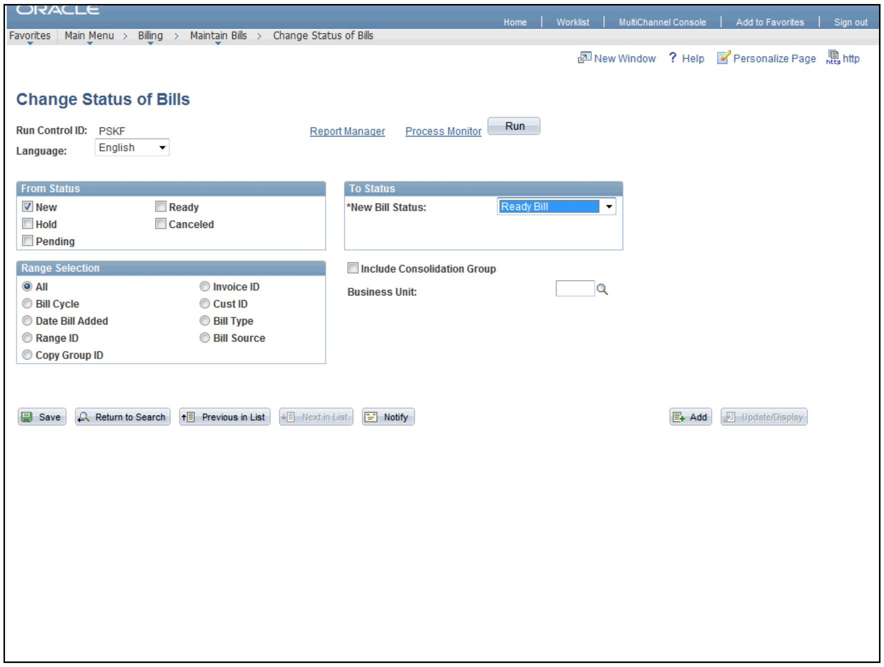
Procedure

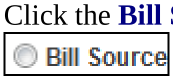
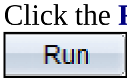
In this topic, you will use the **Change Status of Bills** pages in GEARS to change the status of bills from 'New' to 'Ready'.

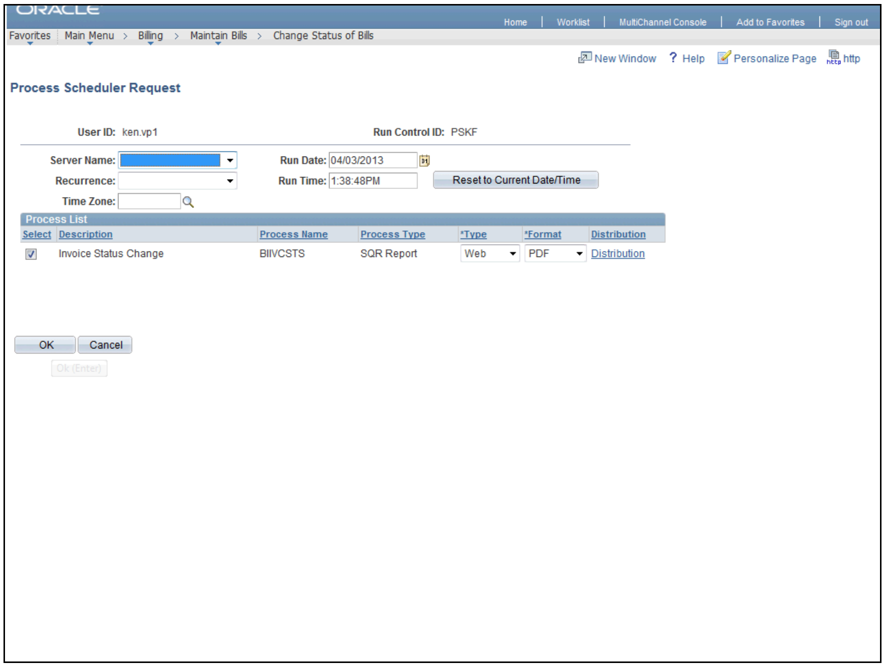
Step	Action
1.	Begin by navigating to the **Change Status of Bills** page. Click the **Main Menu** button. Main Menu
2.	Click the **Menu Sort** button.
3.	Click the **Billing** menu. Billing
4.	Click the **Maintain Bills** menu. Maintain Bills
5.	Click the **Change Status of Bills** menu. Change Status of Bills



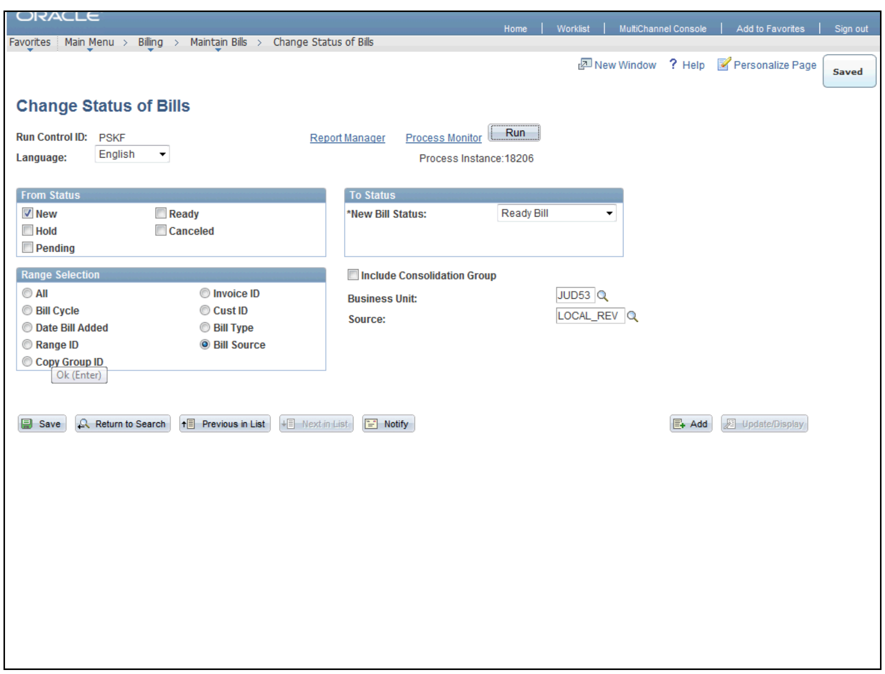
Step	Action
6.	The **Bill Status Change** search page displays. Click the **Search** button. Search
7.	Click the **PSKF** link or the link to the invoice you previously created. PSKF



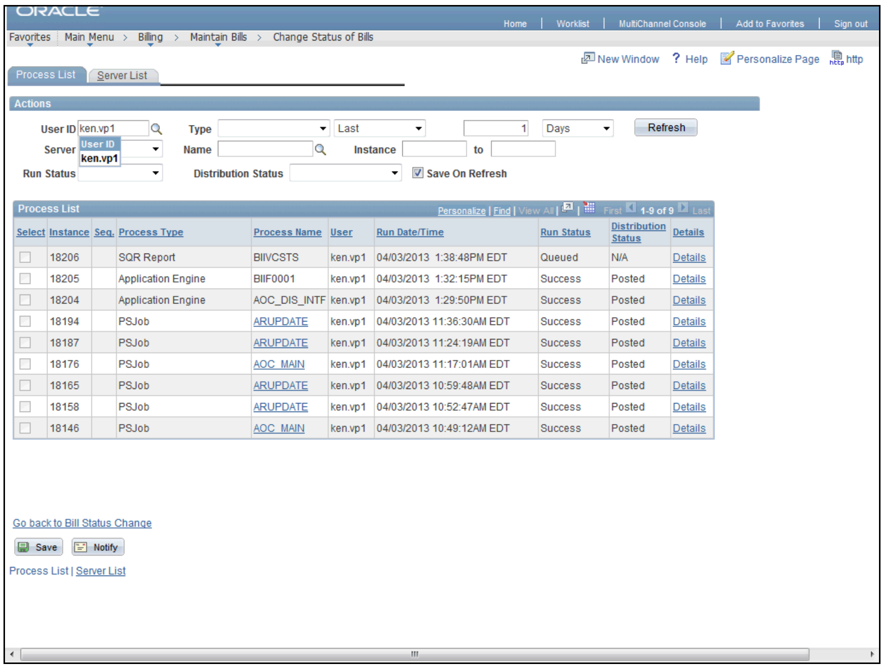
Step	Action
8.	The **Change Status of Bills** page displays. Click the **Bill Source** option. 
9.	Enter the desired information into the **Business Unit** field. Enter "**jud53**".
10.	Enter the desired information into the **Source** field. Enter "**LOCAL_REVENUE**".
11.	Click the **Save** button. 
12.	Click the **Run** button. 



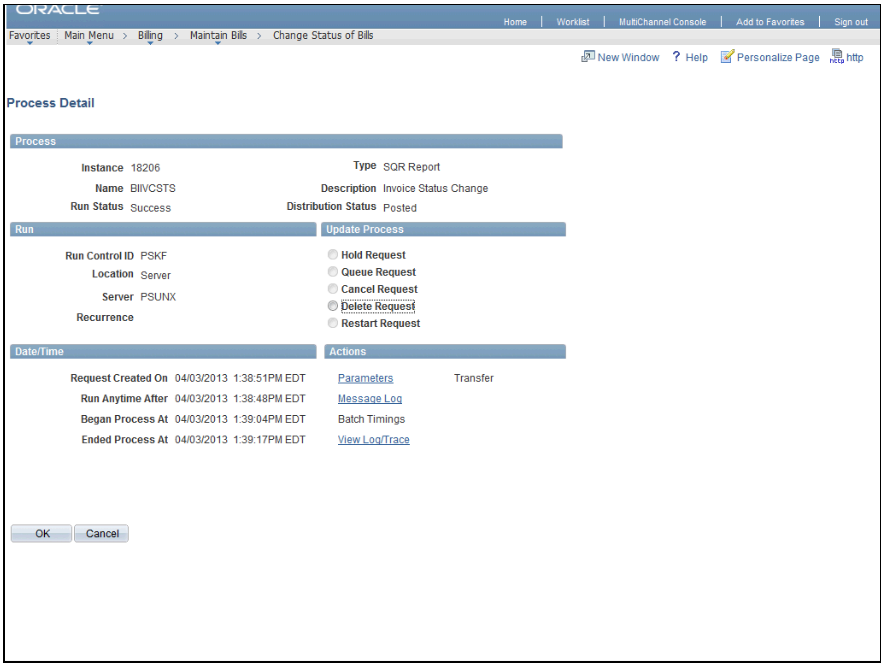
Step	Action
13.	The **Process Scheduler Request** page displays. Click the **OK** button. OK



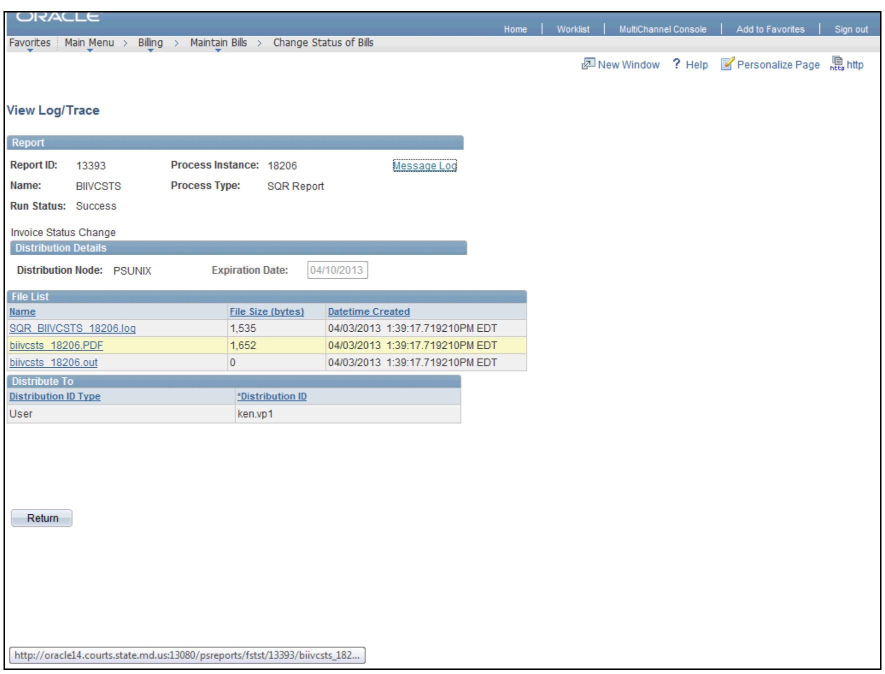
Step	Action
14.	The **Change Status of Bills** page displays. Click the **Process Monitor** link. Process Monitor



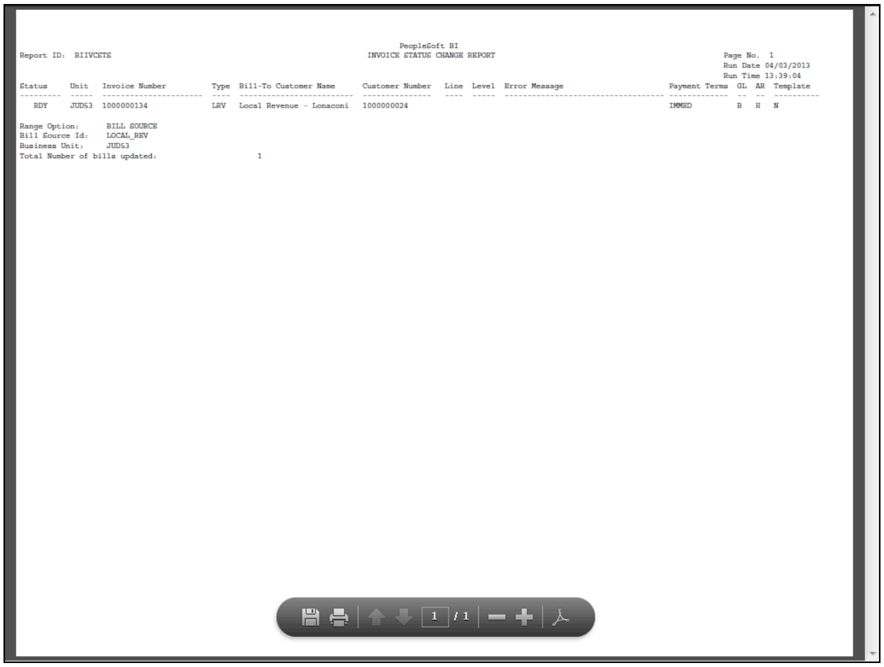
Step	Action
15.	The **Process List** page displays. Click the **Refresh** button. Refresh
16.	Click the **Details** link. Details



Step	Action
17.	The **Process Detail** page displays. Click the **View Log/Trace** link. View Log/Trace



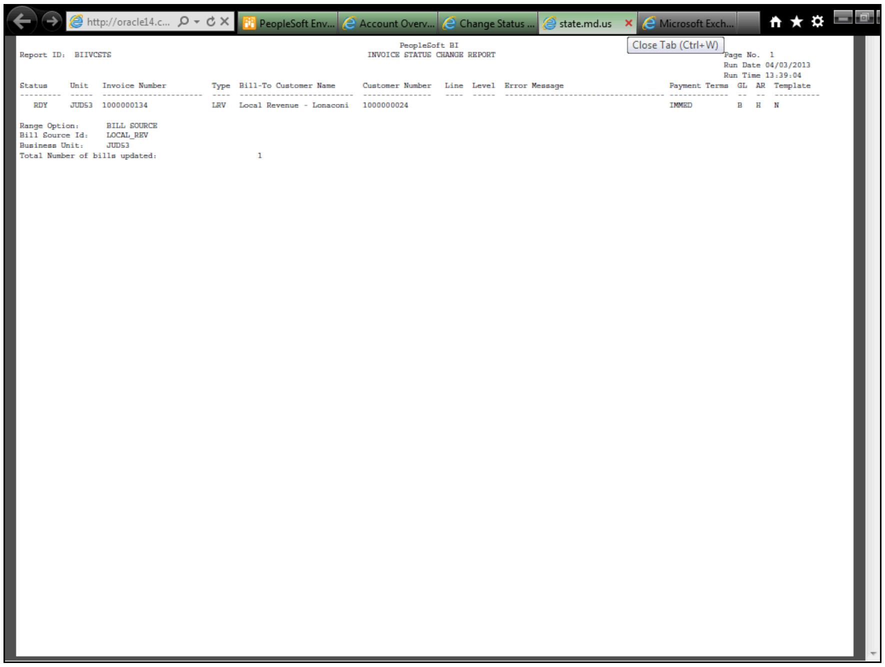
Step	Action
18.	The **View Log/Trace** page displays. Click the **biivcsts_18206.PDF** link. biivcsts_18206.PDF


PeopleSoft BI
Report ID: BIIVCSTS
INVOICE STATUS CHANGE REPORT
Page No. 1
Run Date 04/03/2013
Run Time 13:39:04

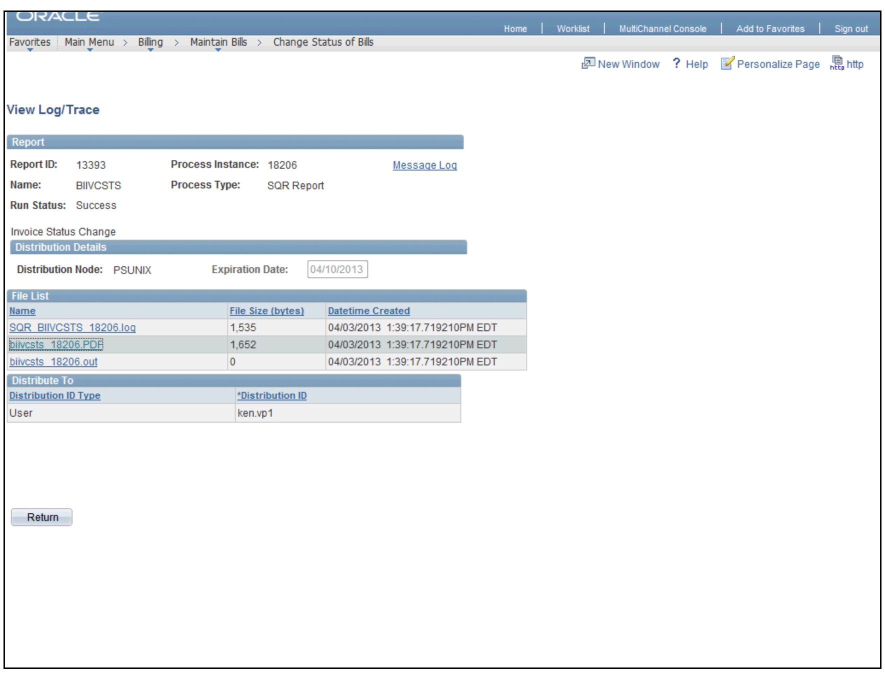
Status	Unit	Invoice Number	Type	Bill-To Customer Name	Customer Number	Line	Level	Error Message	Payment Terms	GL	AR	Template
RDY	JUD53	1000000134	LRV	Local Revenue - Lonaconi	1000000024				IMMED	B	H	N

Range Option: BILL SOURCE
Bill Source Id: LOCAL_REV
Business Unit: JUD53
Total Number of bills updated: 1

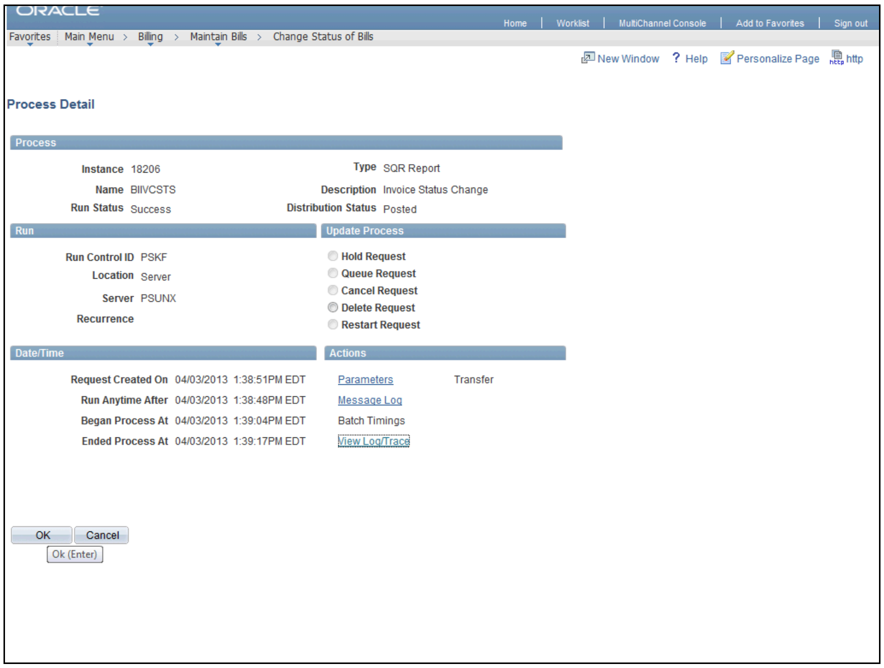
Step	Action
19.	The **Invoice Status Change Report** displays in a separate window. This report displays the bill(s) that were changed to a 'Ready' status. Verify that the **Status** is "RDY".



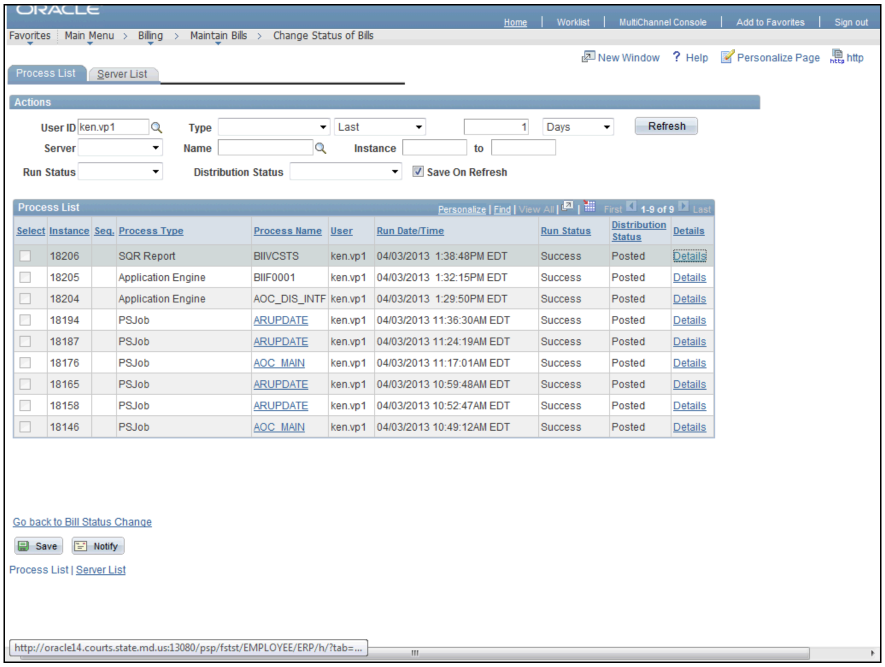
Step	Action
20.	Click the **Close Tab (Ctrl+W)** button. 

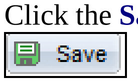


Step	Action
21.	The **View Log/Trace** page displays. Click the **Return** button. Return



Step	Action
22.	The **Process Detail** page displays. Click the **OK** button. OK



Step	Action
23.	The **Process List** page displays. Click the **Save** button. 
24.	You have successfully completed the *Updating the Invoice Status to Ready* topic. You have learned to: - change the Bill Status - generate an Invoice Status Change report for review **End of Procedure.**

8.5 Running the Single Action Invoice Process

Running the Single Action Invoice job includes several processes. The bills must have a status of "RDY" (Ready to Invoice) before this process is run. The first process, **Finalization**, creates the invoice and PDF file for printing, should you choose to print. The next will create the accounting lines for the Revenue distribution.

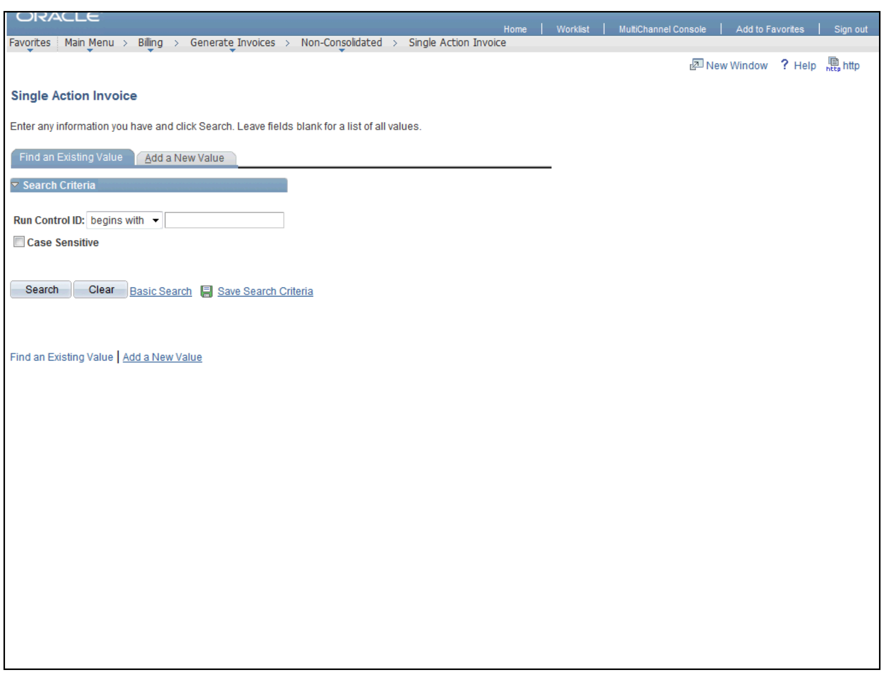
After completing this topic, you will be familiar with how the:

- Bill status is changed from 'RDY' (ready) to 'INV' (invoiced).
- The Change Status of Bills report is generated in the Finalize and Print process for review.
- The "Load GL Accounting Entries" reports are available for review in the process monitor.

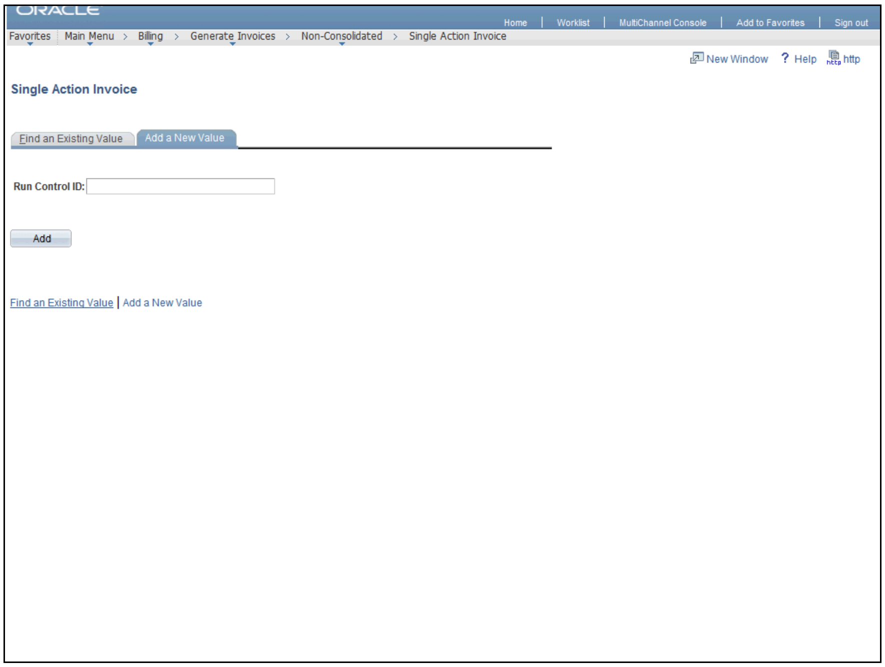
Procedure

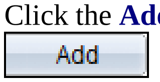
In this topic, you will learn how to execute single action invoice process and review through a report.

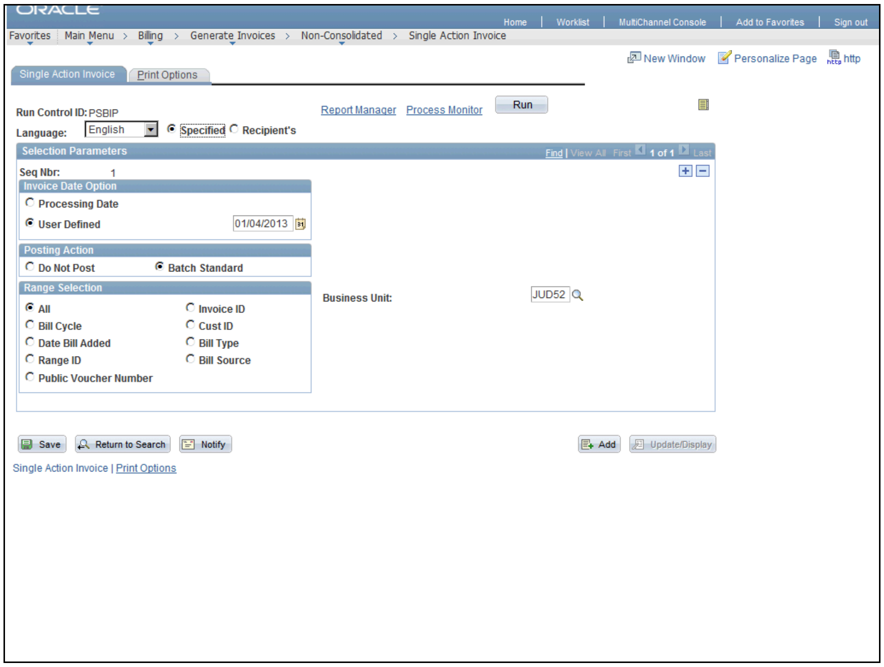
Step	Action
1.	Begin by navigating to the **Single Action Invoice** page. Click the **Main Menu** button.
2.	Click the **Menu sort** button.
3.	Click the **Billing** menu.
4.	Click the **Generate Invoices** menu.
5.	Click the **Non-Consolidated** menu.
6.	Click the **Single Action Invoice** menu.



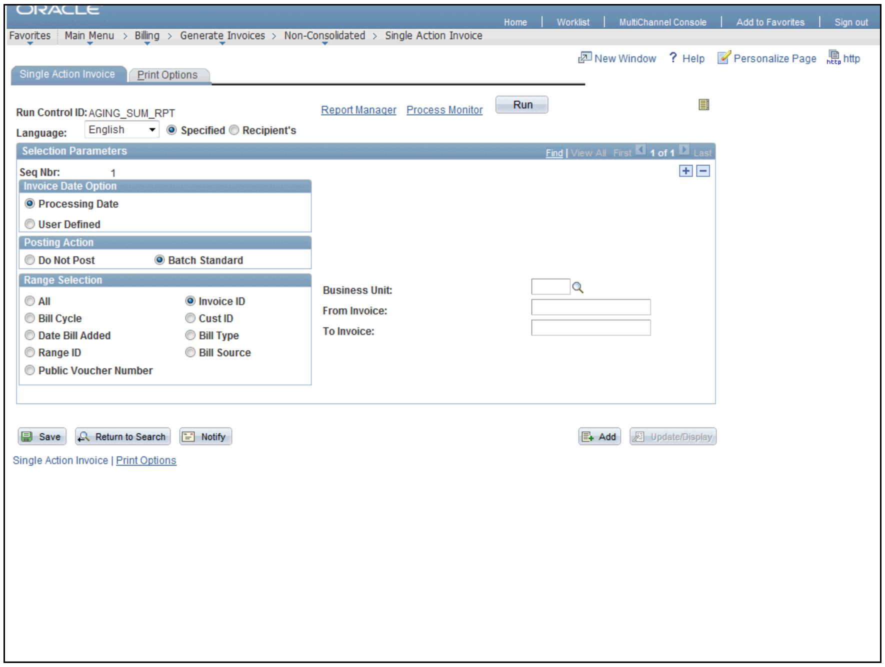
Step	Action
7.	The **Single Action Invoice** search page displays. Click the **Add a New Value** tab if there isn't an existing value available. 

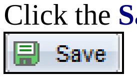


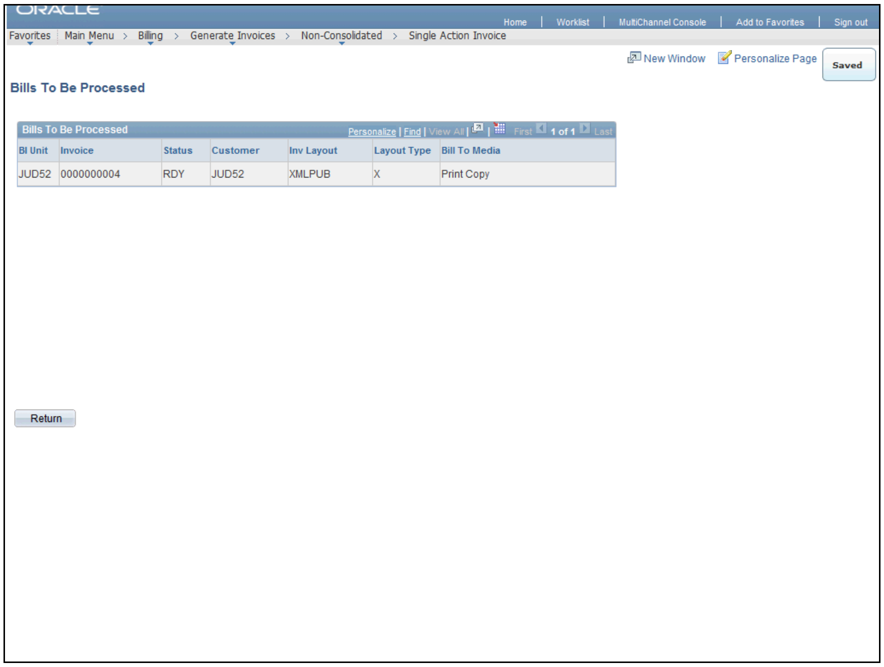
Step	Action
8.	The **Add a New Value** tab displays. Enter the desired information into the **Run Control ID** field. Enter "**Local_Revenue**". However, for this example, enter "**PSBIP**."
9.	Click the **Add** button. 



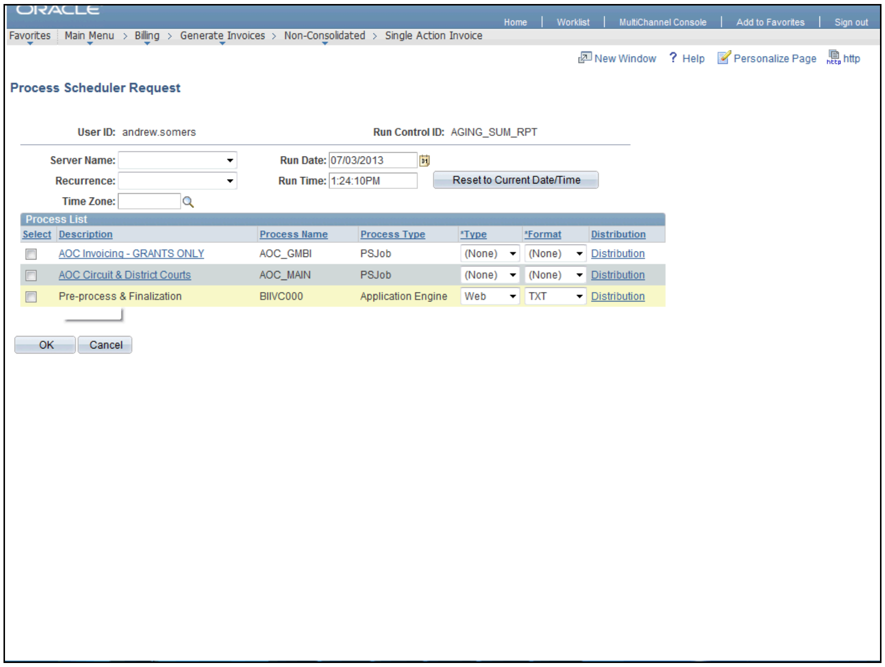
Step	Action
10.	The **Single Action Invoice** page displays. Click the **Processing Date** radio button. Processing Date
11.	Click the **Batch Standard** radio button if it is not already selected. Batch Standard
12.	Click the **Invoice ID** option. Invoice ID

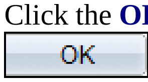


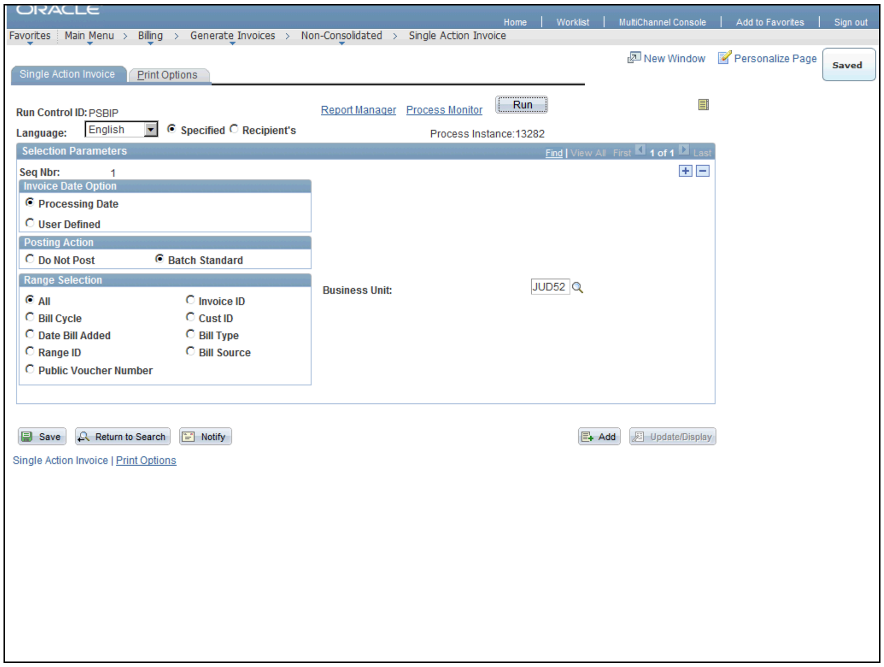
Step	Action
13.	Enter the appropriate Business Unit information into the **Business Unit** field. For this example, enter "**JUD52**".
14.	Enter the Credit Invoice number you previously created into the **From Invoice** field. Enter "**0000000004**".
15.	Click the **Save** button. 
16.	Click the **Bills To Be Processed** icon. 



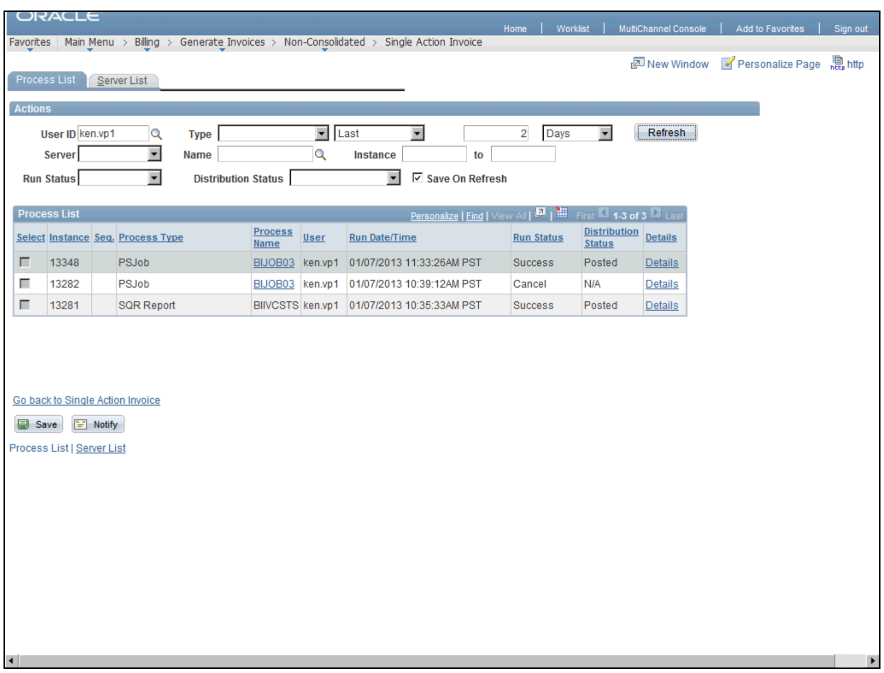
Step	Action
17.	The **Bills To Be Processed** page displays. Review the lines being processed. Click the **Return** button. Return
18.	Click the **Run** button. Run



Step	Action
19.	the **Process Scheduler Request** page displays. Click the **Select** option for **AOC Circuit & District Courts**. 
20.	Click the **OK** button. 



Step	Action
21.	Click the **Process Monitor** link. Process Monitor



Step	Action
22.	The **Process List** displays. Click the **Refresh** button until the Run Status and Distribution Status are changed. Refresh
23.	Click the **Save** button once the **Run Status** is "Success" and the **Distribution Status** is "Posted". Save
24.	To make the invoices to be viewable in the customers account, run the **Single Action Invoice** process.
25.	You have successfully completed the *Run the Single Action Invoice Process* topic. You have learned to: - execute the single action invoice process - generate report for review **End of Procedure.**

8.6 Running the AR Update

Upon completion of the Single Action Invoice process, the Receivable Update **(ARUPDATE)** process should be run in order for any Escrow payments to posted to the local customer's account. The **Run AR Update (ARUPDATE)** process also posts any maintenance worksheets in Accounts Receivable. The process updates customer balances and item status and creates accounting entries for a specified Business Unit within an accounting date range.

It is important to note that when the ARUPDATE job is run, all activity set to post for a business unit will be posted, regardless of the type of activity. For example, if pending billing items and payments for a batch agency are set to post, both the pending item activity and the payment activity will be posted.

It is also important not to run multiple instances of ARUPDATE for a given business unit at the same time. This is not recommended and may result in system issues.

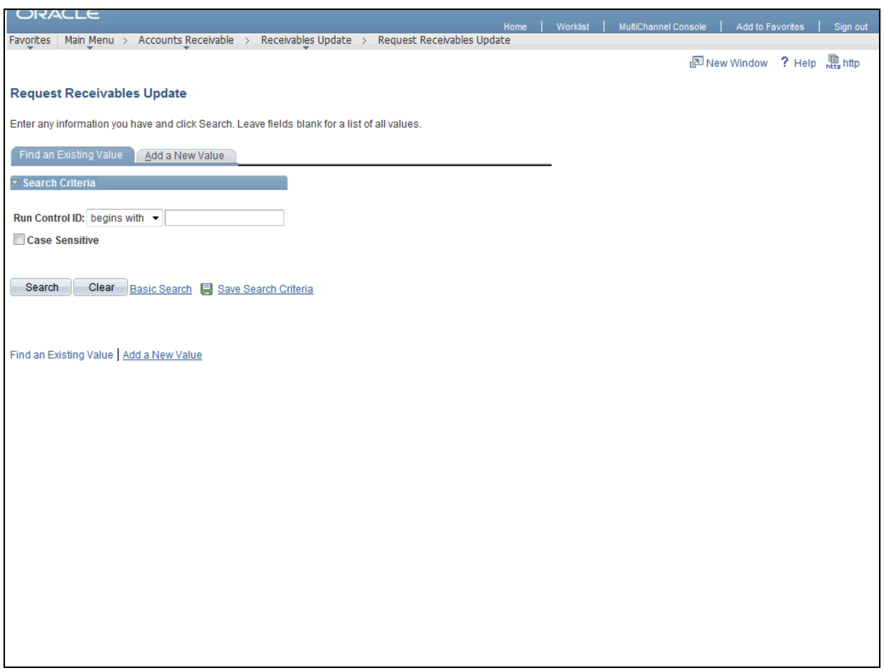
After completing this topic, you will learn how to:

- Process the Run AR Update (ARUPDATE)

Procedure

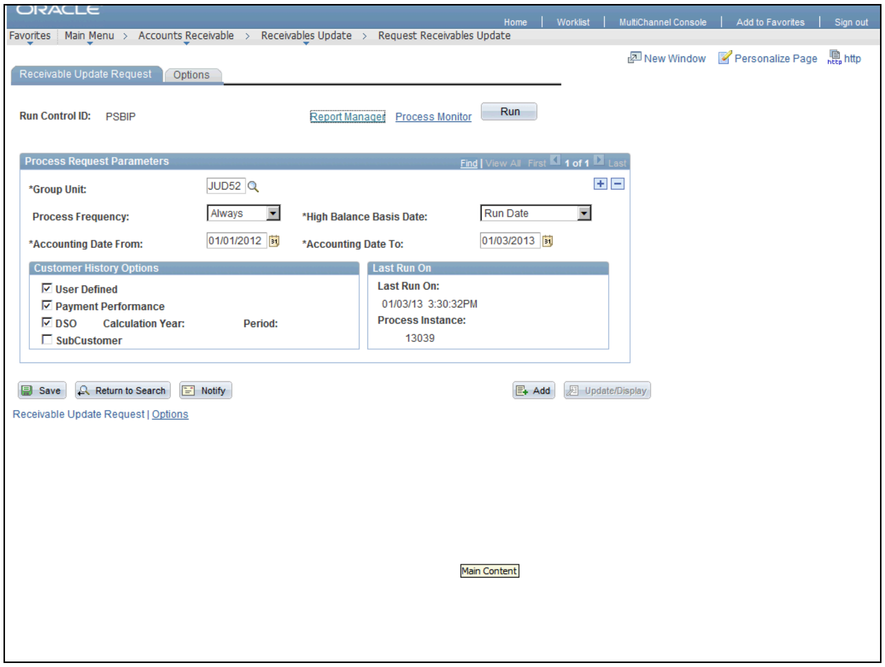
In this topic, you will execute the **AR update (ARUPDATE)**.

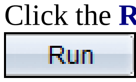
Step	Action
1.	Begin by navigating to the **Request Receivables Update** page. Click the **Main Menu** button. Main Menu
2.	Click the **Accounts Receivable** menu. Accounts Receivable
3.	Click the **Receivables Update** menu. Receivables Update
4.	Click the **Request Receivables Update** menu. Request Receivables Update

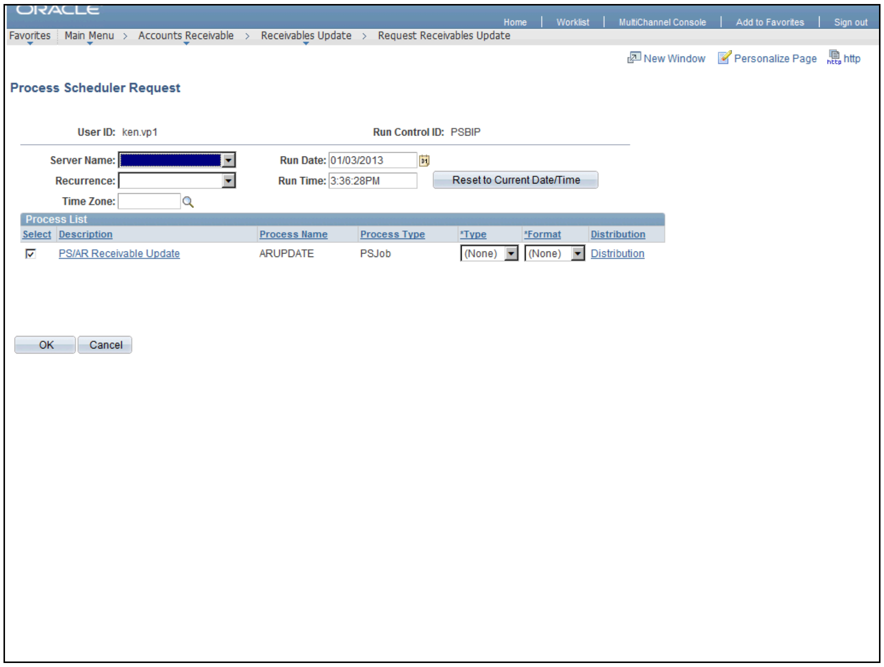


Step	Action
5.	The **Request Receivables Update** page displays. **NOTE:** If you have previously created a run control to run the AR Update process, you can search for the run control using the **Find an Existing Value** page. Create a new run control if one does not already exist. lick the **Add a New Value** tab to add a new run control. Add a New Value
6.	Enter the desired information into the **Run Control ID** field.

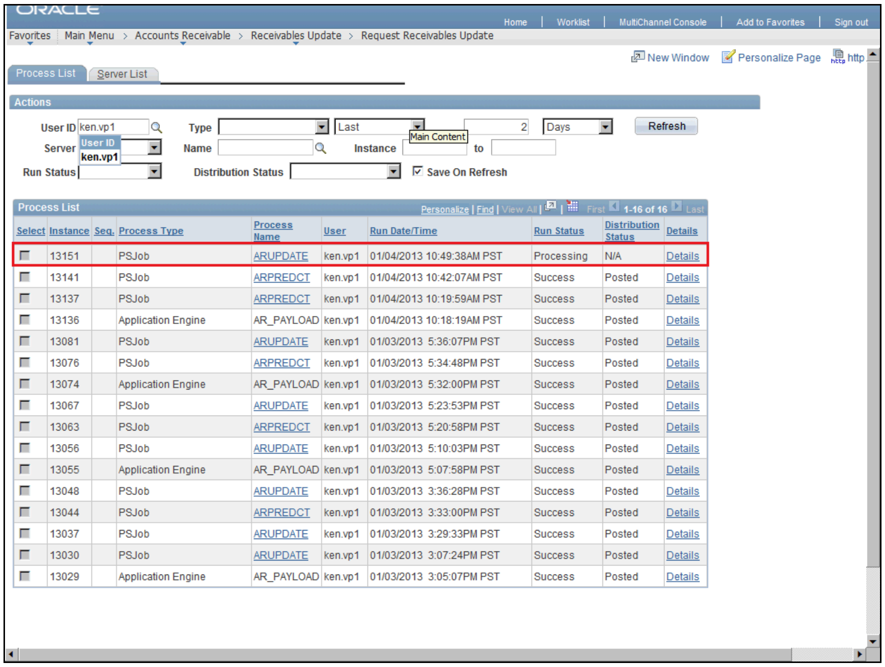
Step	Action
7.	Click the **Add** button. 



Step	Action
8.	Make sure the **Run Control** settings are consistent with the values and selections in the screenshot. Adjust the **Accounting Date From** and **Accounting Date To** values so that they include the dates of the transactions you processed. Click the **Run** button. 



Step	Action
9.	The **Process Scheduler Request** page displays. Use this page to enter and schedule your request. Click the **OK** button. OK
10.	Click the **Process Monitor** link. Process Monitor



Step	Action
11.	The **Process List** page displays. This example shows the ARUPDATE process **Run Status** is "Processing" and **Distribution Status** is "N/A". Click the **Refresh** button. Refresh
12.	Verify that the **Accounts Receivable** process has been run and has a **Distribution Status** of "Posted".
13.	You have successfully completed the *Run AR Update* topic. You have learned to: - execute the AR Update process **End of Procedure.**

8.7 Creating a Refund Worksheet

This step in the process involves creating a Maintenance Worksheet to mark the open items (invoices) as refunds so they can be picked up by the Request Refund Item process to load to AP for disbursement. In this topic, you will create a refund maintenance worksheet.

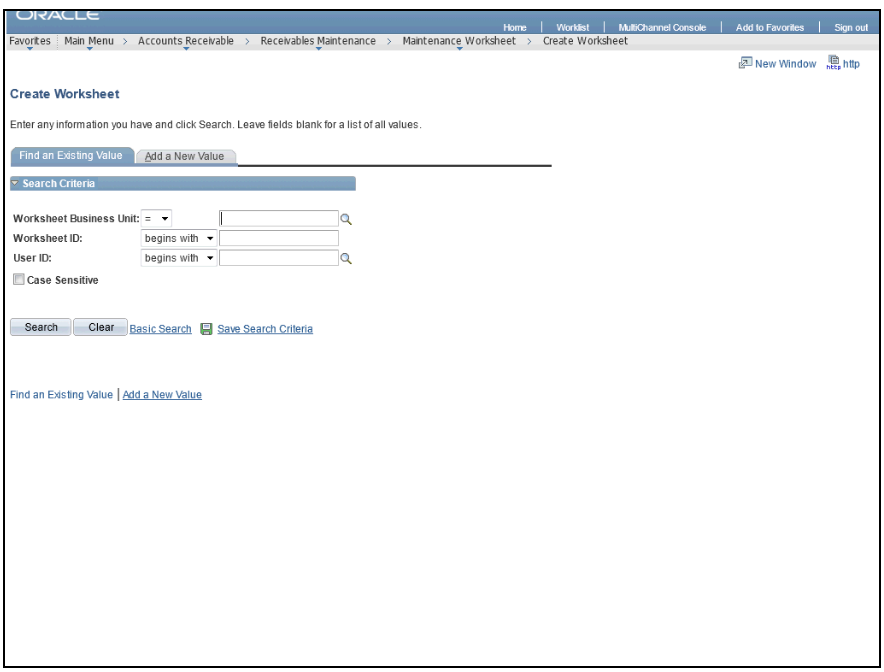
After completing this topic, you will be able to:

- create a maintenance worksheet for marking open items as refunds

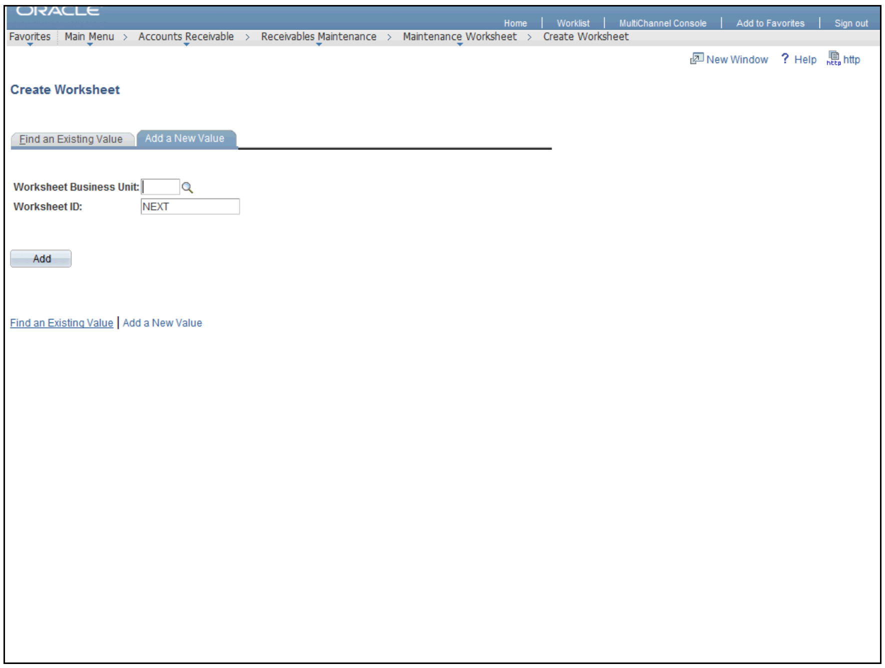
Procedure

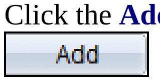
In this topic, you will create a refund worksheet.

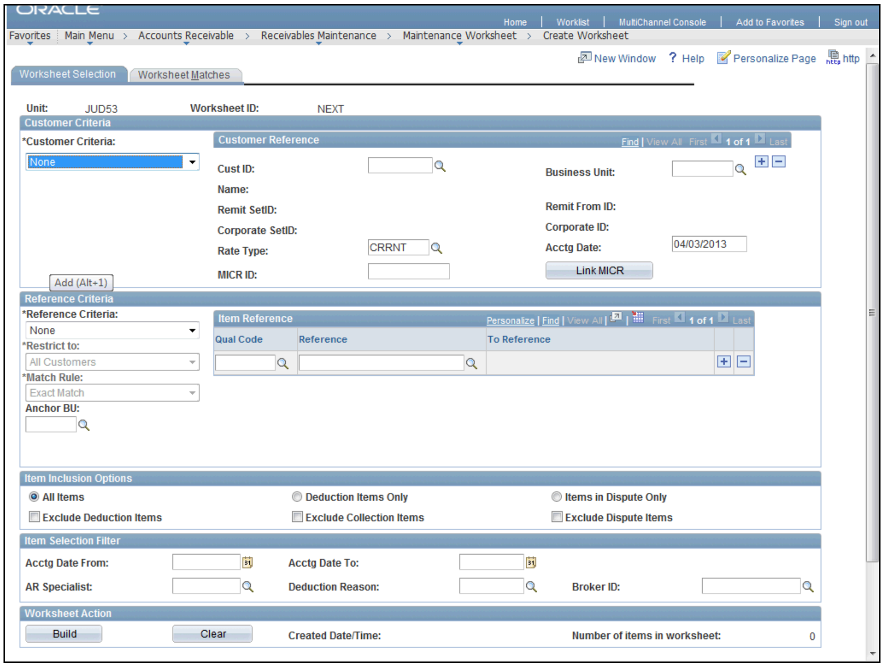
Step	Action
1.	Navigate to the **Create Worksheet** page. Click the **Main Menu** button. Main Menu
2.	Click the **Menu sort** button.
3.	Click the **Accounts Receivable** menu. Accounts Receivable
4.	Click the **Receivables Maintenance** menu. Receivables Maintenance
5.	Click the **Maintenance Worksheet** menu. Maintenance Worksheet
6.	Click the **Create Worksheet** menu. Create Worksheet



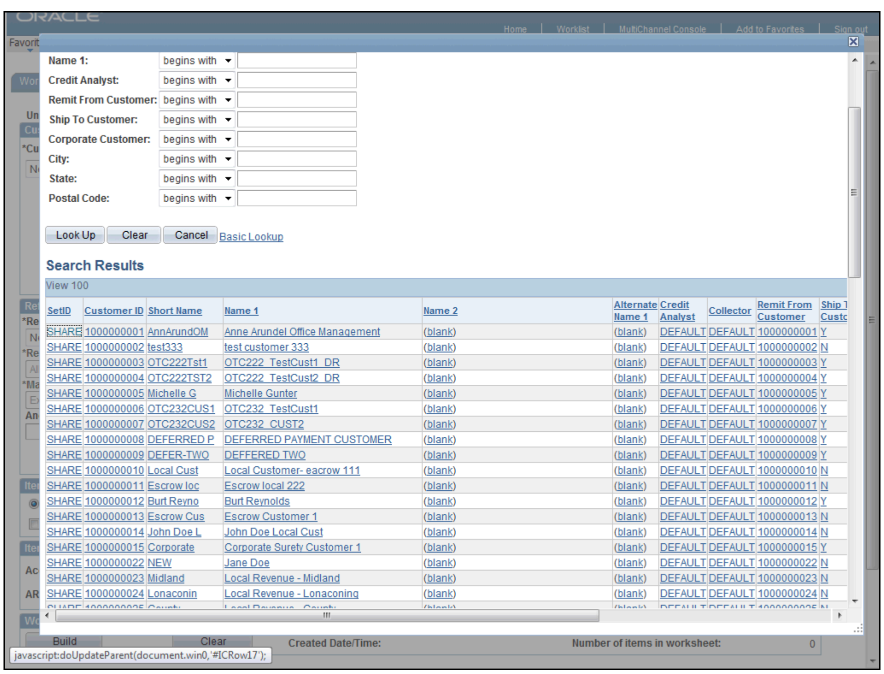
Step	Action
7.	The **Create Worksheet** search page displays. Click the **Add a New Value** tab. 



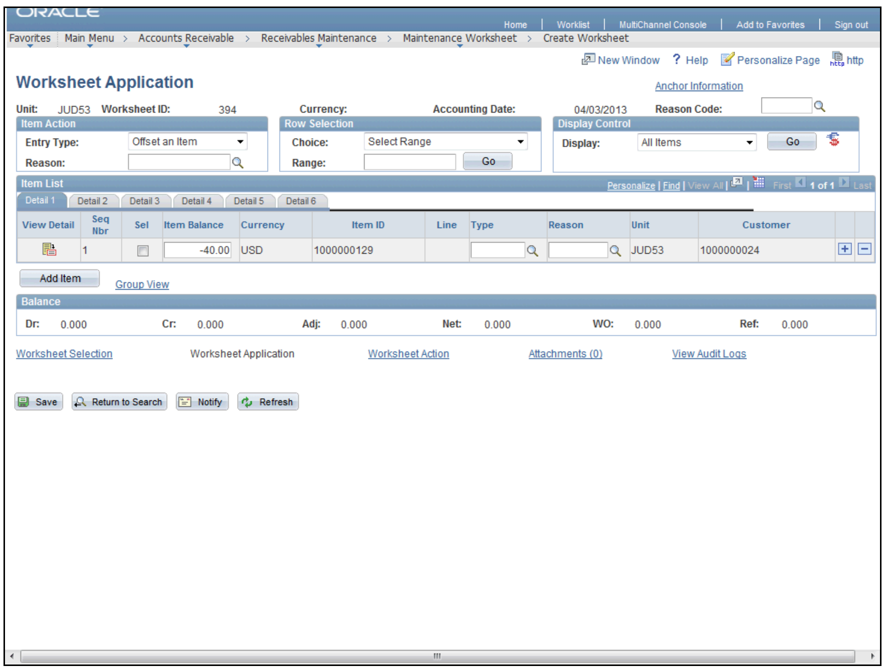
Step	Action
8.	The **Add a New Value** tab displays. Enter the desired information into the **Worksheet Business Unit** field. Enter "**jud53**".
9.	Click the **Add** button. 



Step	Action
10.	The **Worksheet Selection** page displays. Click the **Look up Cust ID** button.

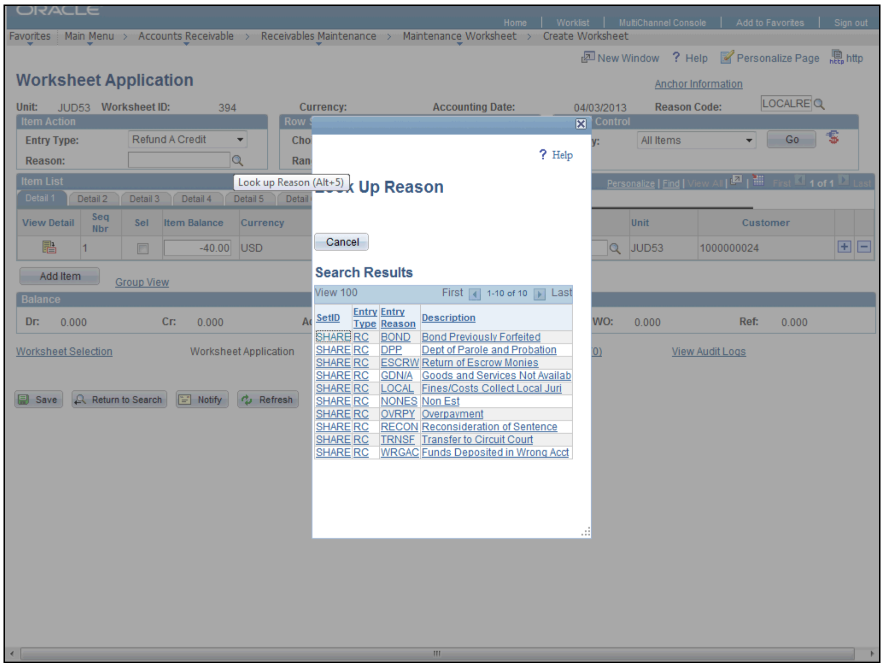


Step	Action
11.	The **Look Up Cust ID** window displays. Click the **Local Revenue - Lonaconing** link. Local Revenue - Lonaconing
12.	Click the **Build** button. Build

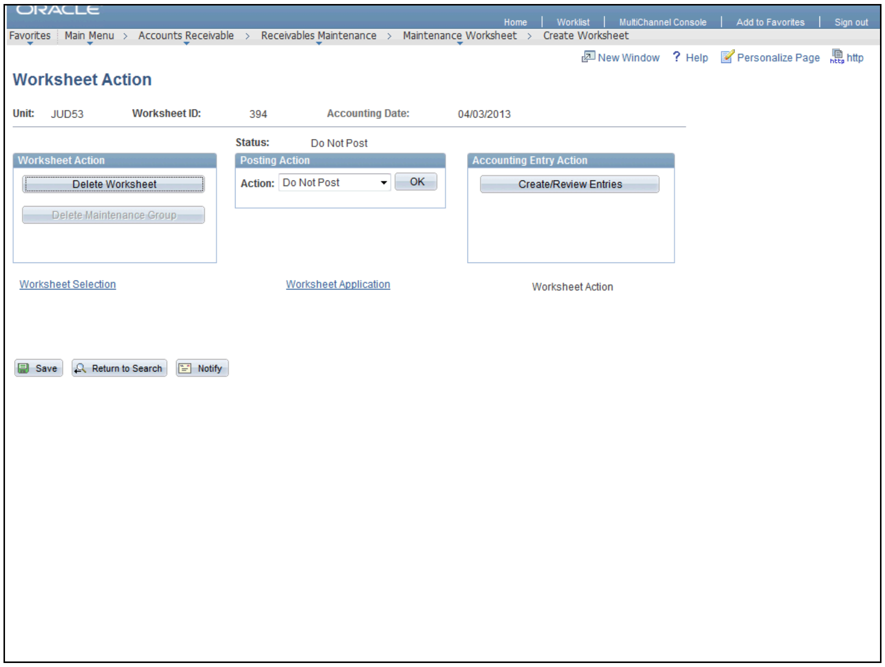


Step	Action
13.	The **Worksheet Application** page displays. Click the **Look up Reason Code** button.
14.	The **Look Up Reason Code** window displays. Click the **LOCALREV** link. LOCALREV
15.	Click the **Entry Type** list. Offset an Item
16.	Click the **Refund A Credit** list item. Refund A Credit

Step	Action
17.	Click the **Look up Reason** button.



Step	Action
18.	The **Look Up Reason** window displays. Click the **LOCAL** link. LOCAL
19.	Click the **Sel** option for the line item you want.
20.	Click the **Refresh** button. Refresh
21.	Click the **Save** button. Save
22.	Click the **Worksheet Action** link. Worksheet Action



Step	Action
23.	The **Worksheet Action** page displays once again. Click the **Action** list. Do Not Post
24.	Click the **Batch Standard** list item. Batch Standard
25.	Click the **OK** button. OK
26.	Click the **Save** button. Save
27.	You have successfully completed the *Creating a Refund Worksheet* topic. You have learned how to: - navigate through and create a refund worksheet **End of Procedure.**

8.8 Running the AR Update

Upon completion of the Single Action Invoice process, the Receivable Update **(ARUPDATE)** process should be run in order for any Escrow payments to posted to the local customer's account. The **Run AR Update (ARUPDATE)** process also posts any maintenance worksheets in Accounts Receivable. The process updates customer balances and item status and creates accounting entries for a specified Business Unit within an accounting date range.

It is important to note that when the ARUPDATE job is run, all activity set to post for a business unit will be posted, regardless of the type of activity. For example, if pending billing items and payments for a batch agency are set to post, both the pending item activity and the payment activity will be posted.

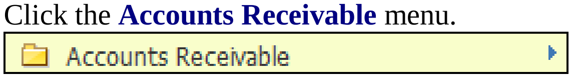
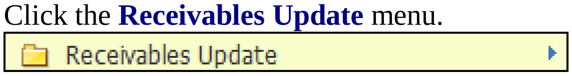
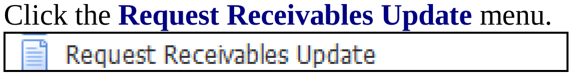
It is also important not to run multiple instances of ARUPDATE for a given business unit at the same time. This is not recommended and may result in system issues.

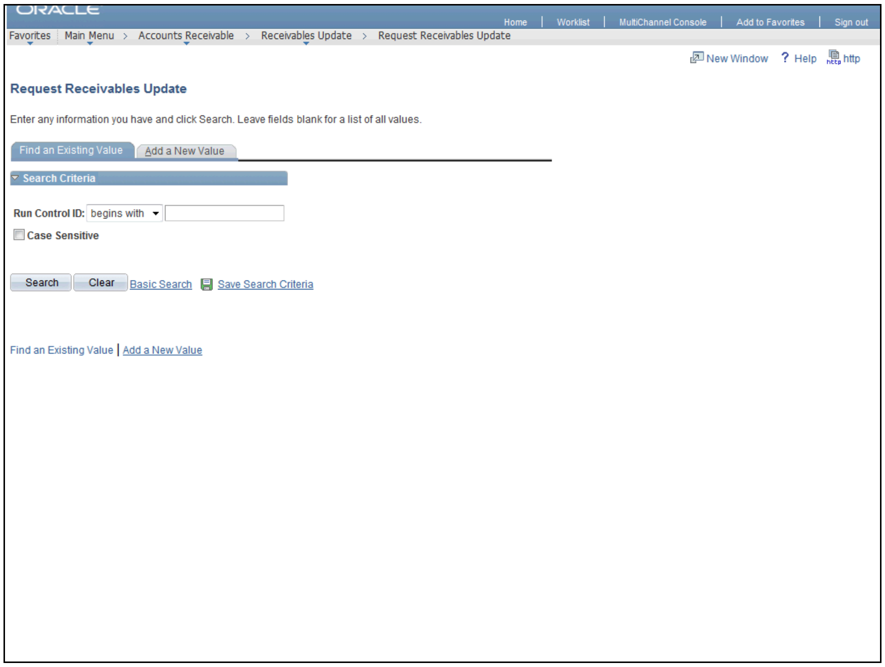
After completing this topic, you will learn how to:

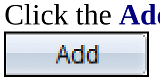
- Process the Run AR Update (ARUPDATE)

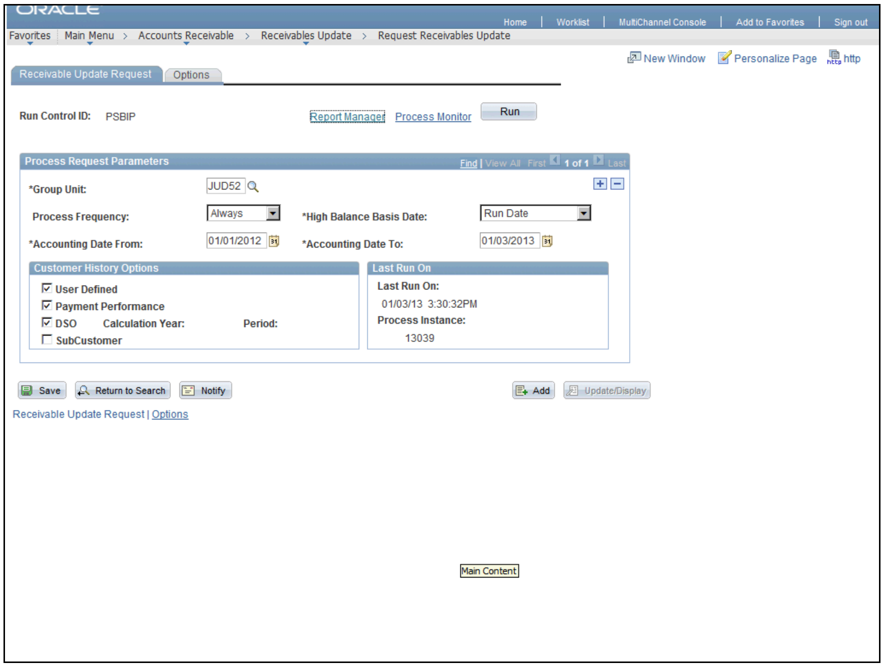
Procedure

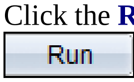
In this topic, you will execute the **AR update (ARUPDATE)**.

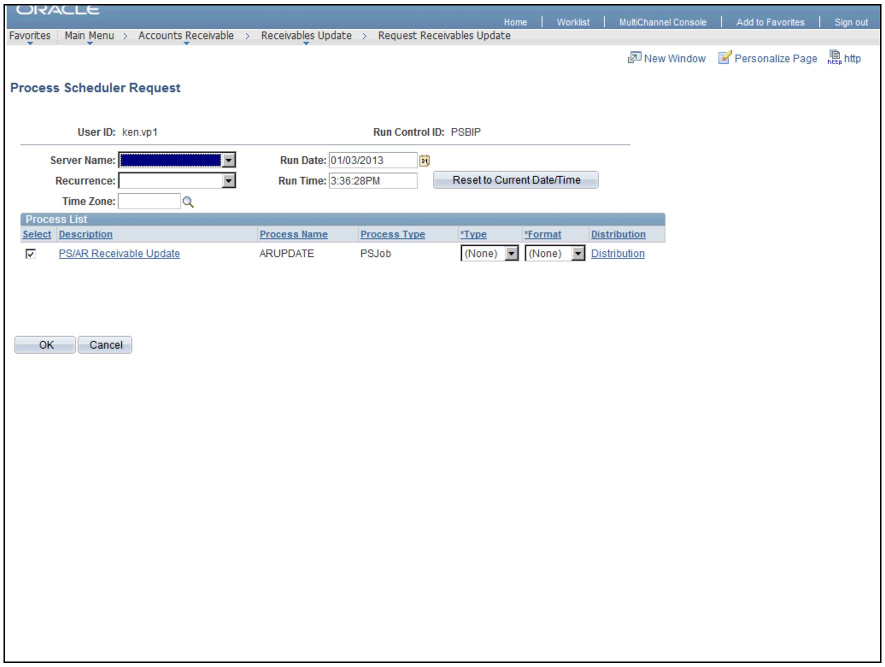
Step	Action
1.	Begin by navigating to the **Request Receivables Update** page. Click the **Main Menu** button. 
2.	Click the **Accounts Receivable** menu. 
3.	Click the **Receivables Update** menu. 
4.	Click the **Request Receivables Update** menu. 

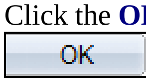
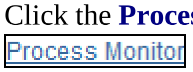


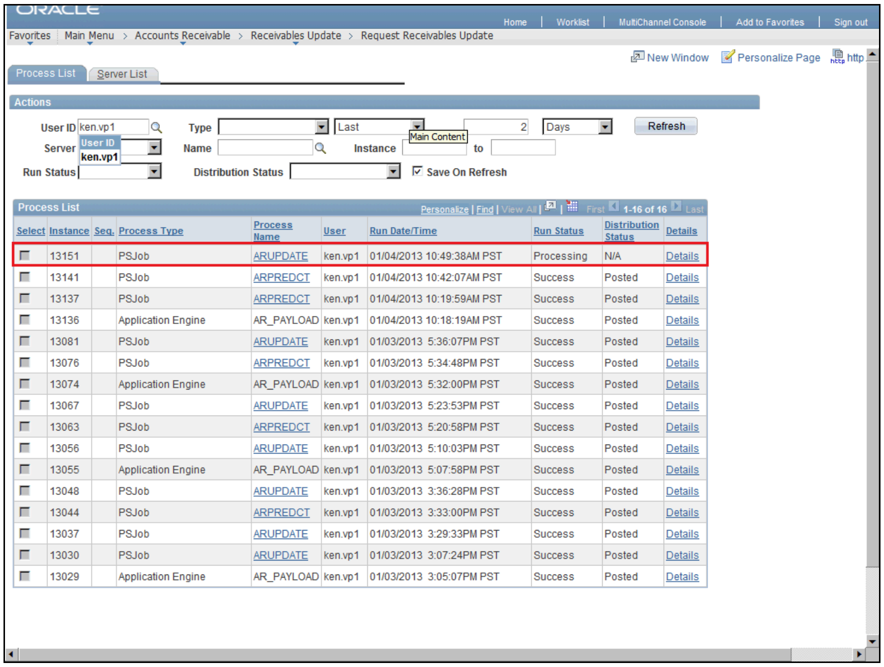
Step	Action
5.	The **Request Receivables Update** page displays. **NOTE:** If you have previously created a run control to run the AR Update process, you can search for the run control using the **Find an Existing Value** page. Create a new run control if one does not already exist. lick the **Add a New Value** tab to add a new run control. 
6.	Enter the desired information into the **Run Control ID** field.
7.	Click the **Add** button. 



Step	Action
8.	Make sure the **Run Control** settings are consistent with the values and selections in the screenshot. Adjust the **Accounting Date From** and **Accounting Date To** values so that they include the dates of the transactions you processed. Click the **Run** button. 



Step	Action
9.	The **Process Scheduler Request** page displays. Use this page to enter and schedule your request. Click the **OK** button. 
10.	Click the **Process Monitor** link. 



Step	Action
11.	The **Process List** page displays. This example shows the ARUPDATE process **Run Status** is "Processing" and **Distribution Status** is "N/A". Click the **Refresh** button. Refresh
12.	Verify that the **Accounts Receivable** process has been run and has a **Distribution Status** of "Posted".
13.	You have successfully completed the *Run AR Update* topic. You have learned to: - execute the AR Update process **End of Procedure.**

8.9 Verifying the Customer's Account

After the item (invoice) is marked for a refund, this is reflected on the customer's account. You should see the refund amount "cancel out" the item amount when viewing the item on the customer's account, which in this case is a court Business Unit. In this topic, you will verify the customer's account.

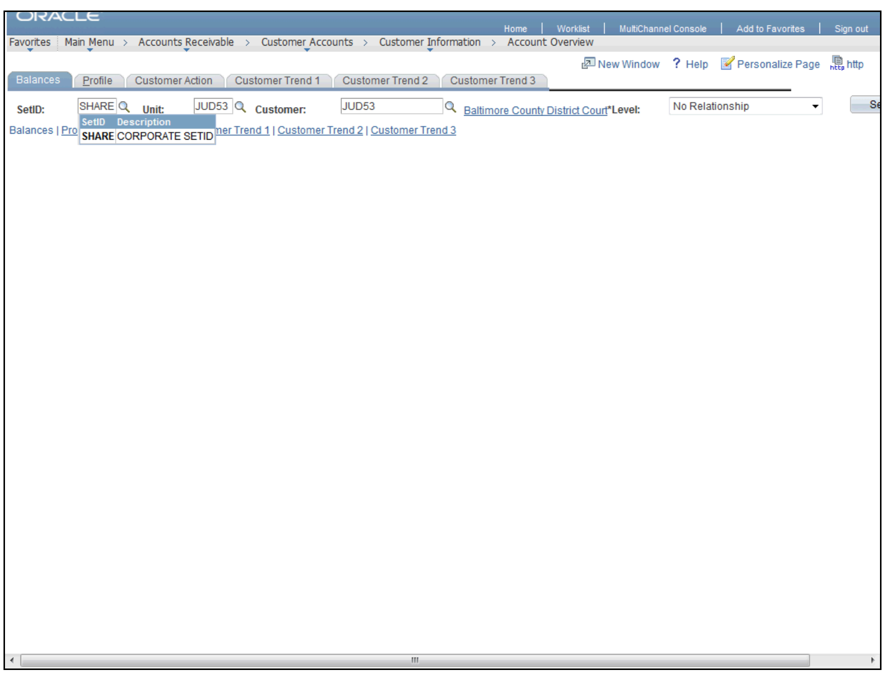
After completing this topic, you will be familiar with:

- Verifying a customer's account

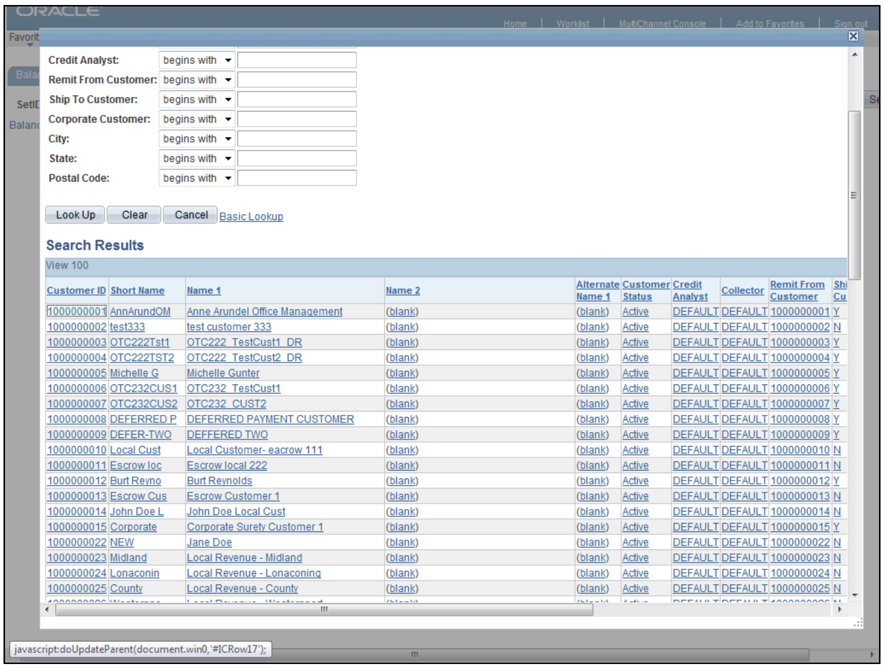
Procedure

In this topic, you will learn how to review and verify a customer account.

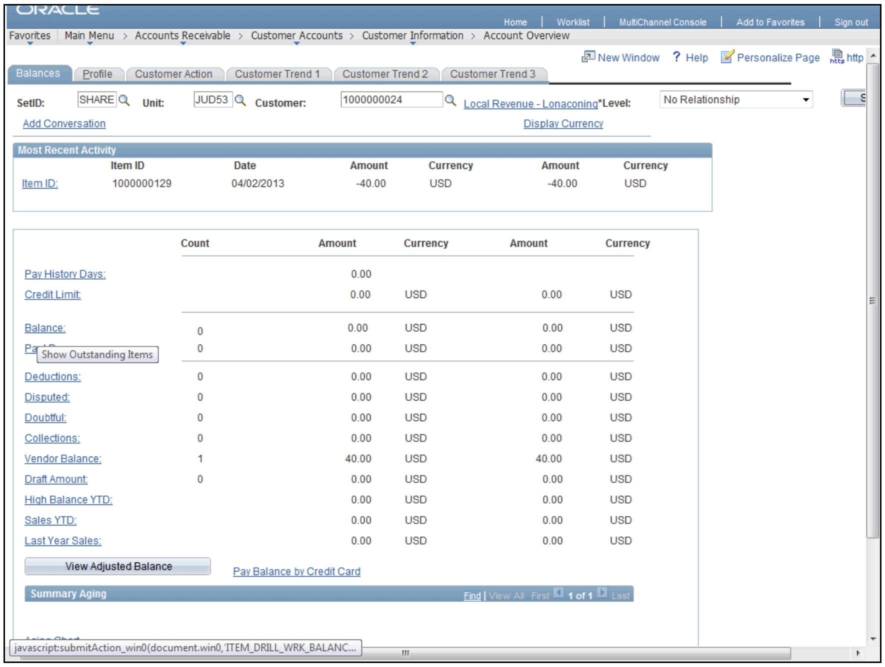
Step	Action
1.	Navigate to the **Account Overview** page. Click the **Main Menu** button. Main Menu
2.	Click the **Menu sort** button.
3.	Click the **Accounts Receivable** menu. Accounts Receivable
4.	Click the **Customer Accounts** menu. Customer Accounts
5.	Click the **Customer Information** menu. Customer Information
6.	Click the **Account Overview** menu. Account Overview



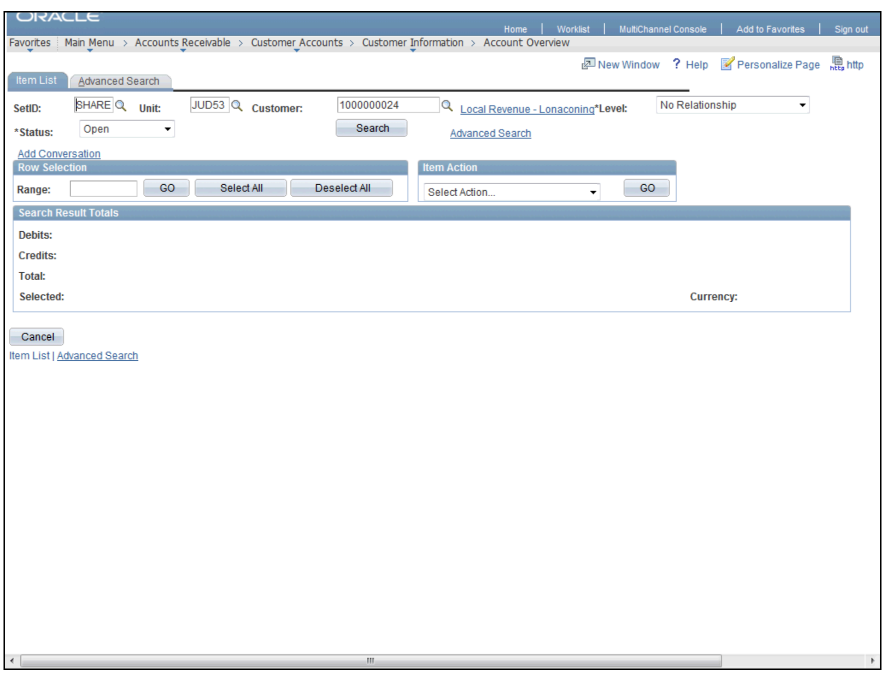
Step	Action
7.	The **Account Overview** search page displays. Enter the desired information into the **Unit** field. Enter "**JUD53**".
8.	Click the **Look up Customer** button.



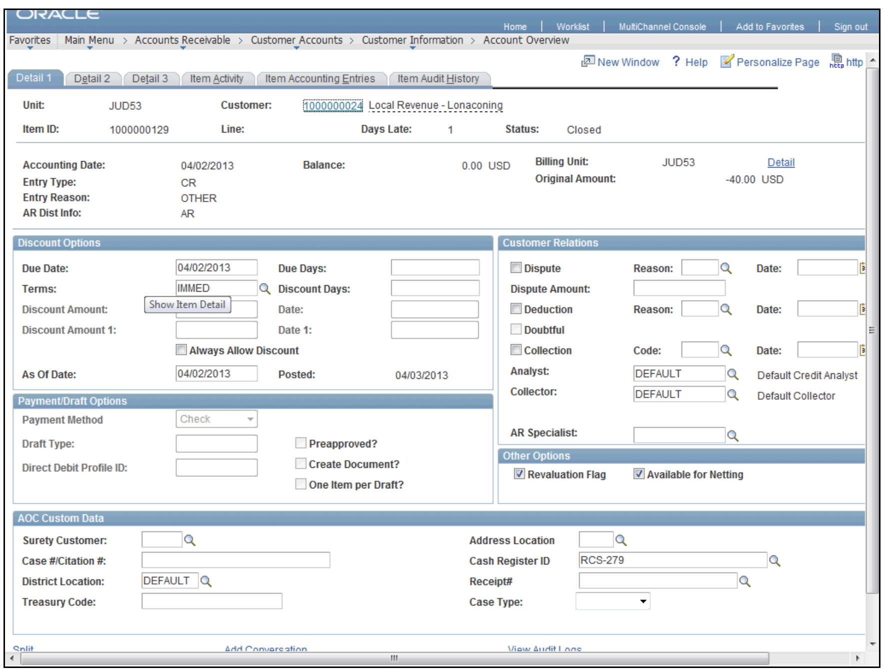
Step	Action
9.	The **Look Up Customer** window displays. Click the **Local Revenue - Lonaconing** link. Local Revenue - Lonaconing
10.	Click the **Search** button. Sea



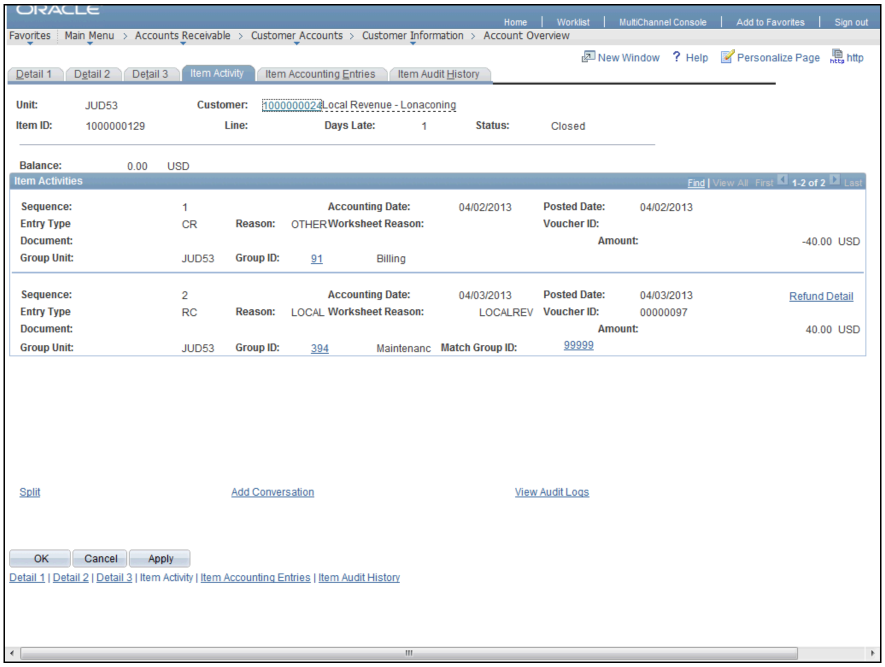
Step	Action
11.	The search results displays below. Click the **Balance** link. Balance:

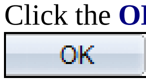
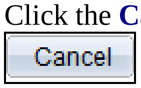


Step	Action
12.	The **Balance - Item List** displays. Click the **Status** list. Open
13.	Click the **All** list item. All
14.	Click the **Search** button. Search
15.	Click the **1000000129** link. 1000000129



Step	Action
16.	The **List Item - Detail 1** page displays. Click the **Item Activity** link. Item Activity



Step	Action
17.	The **Item Activity** tab displays. This tab shows the credit invoice from Billing and the Accounts Receivable refund. Review this information.
18.	Click the **OK** button. 
19.	The **Item List** page displays. Click the **Cancel** button. 
20.	You have successfully completed the *Verifying the Customer's Account* topic. You have learned how to: - Navigate to and verify a customer's account **End of Procedure.**

8.10 Loading to AP for Voucher Creation

In this topic, you will load to AP to create a voucher. This step uses delivered functionality to "refund" the "customer's" on-account open-item.

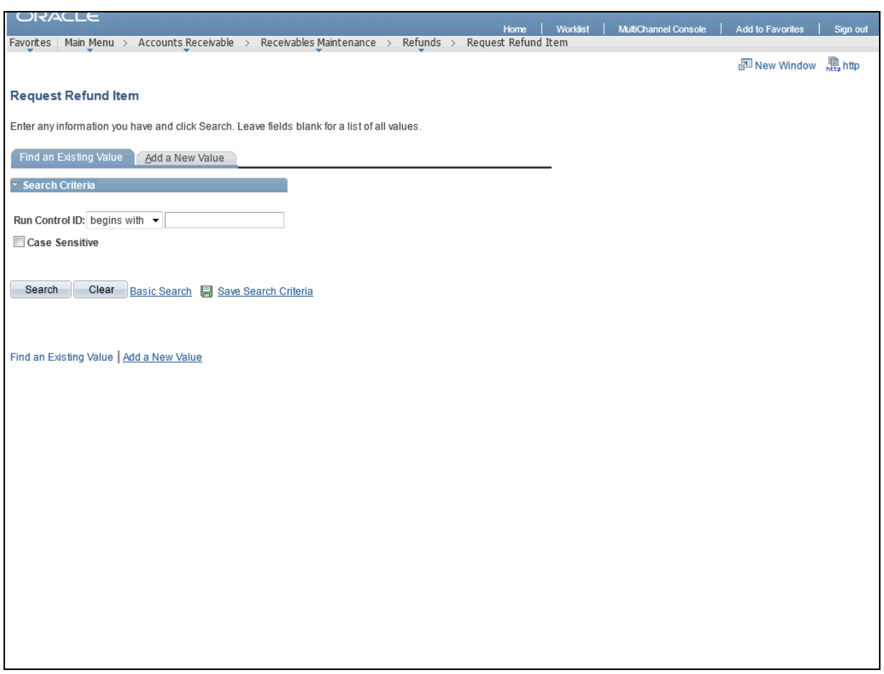
After completing this topic, you will be able to:

- Load to AP to create a voucher

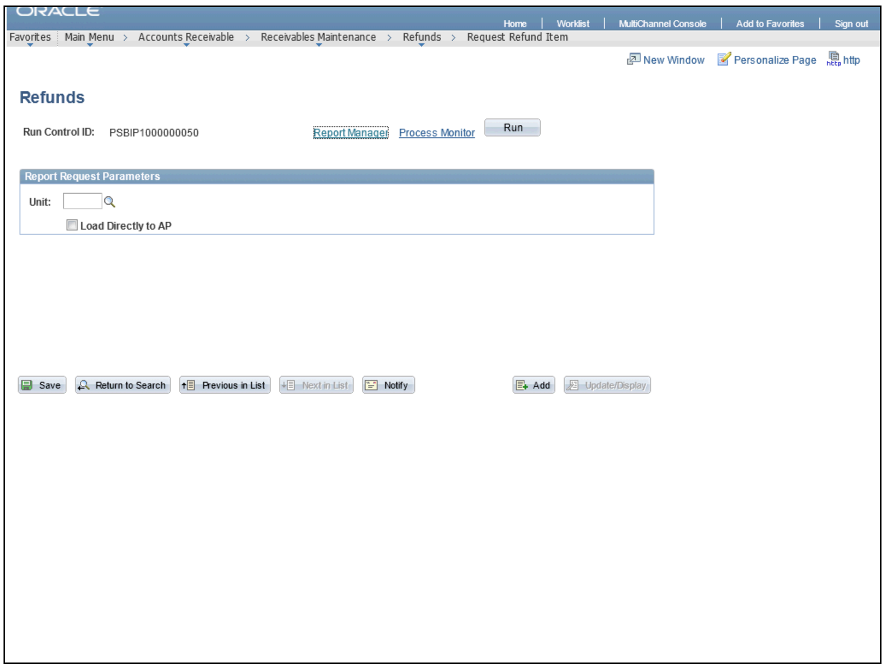
Procedure

In this topic, you will load to AP to create a voucher.

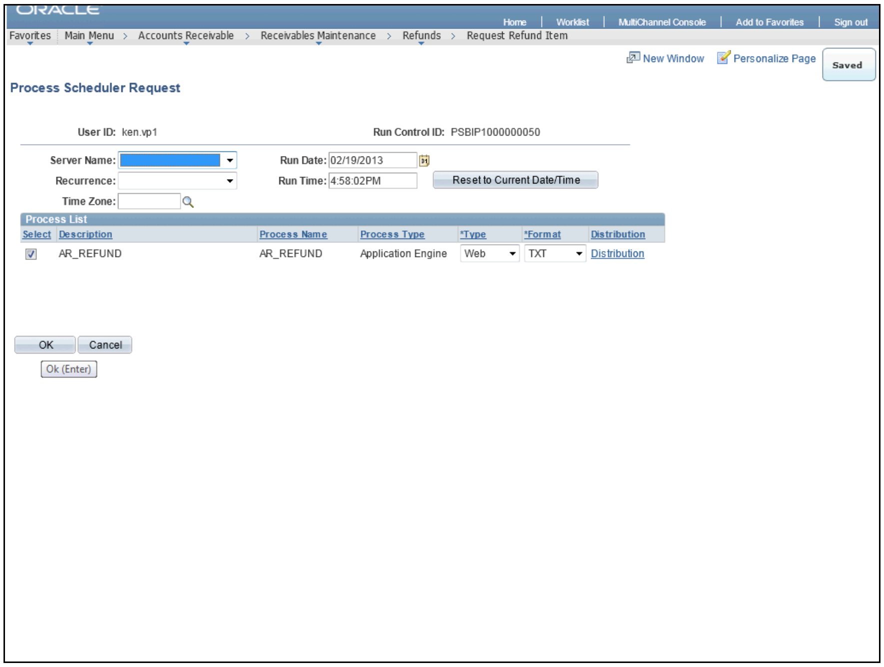
Step	Action
1.	Navigate to the **Refunds** page. Click the **Main Menu** button. Main Menu
2.	Click the **Menu sort** button.
3.	Click the **Accounts Receivable** menu. Accounts Receivable
4.	Click the **Receivables Maintenance** menu. Receivables Maintenance
5.	Click the **Refunds** menu. Refunds
6.	Click the **Request Refund Item** menu. Request Refund Item



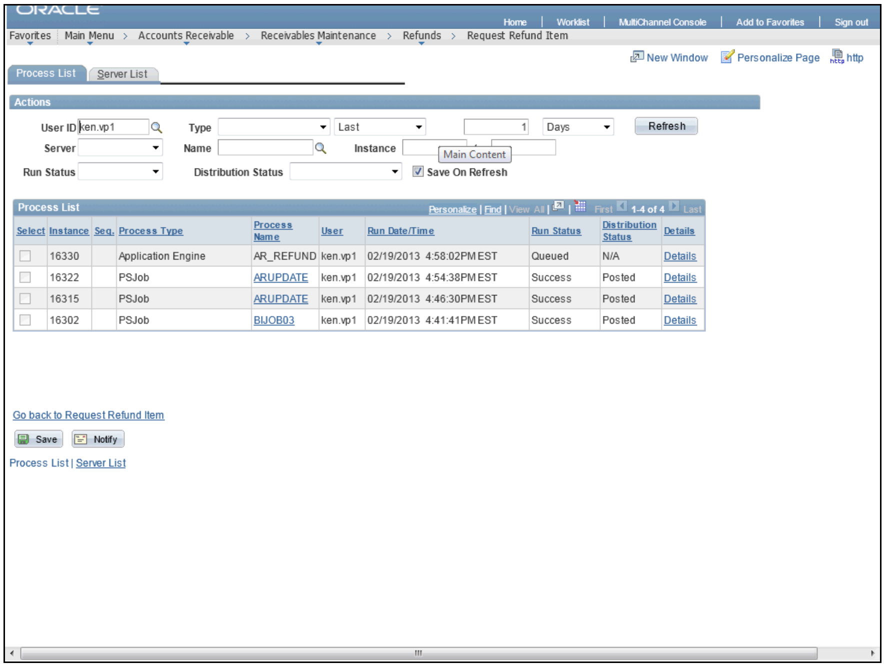
Step	Action
7.	The **Request Refund Item** search page displays. Click the **Search** button. Search
8.	Click the **PSBIP1000000050** link. PSBIP1000000050

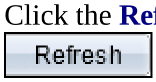
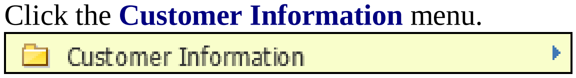
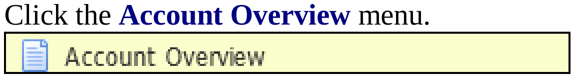


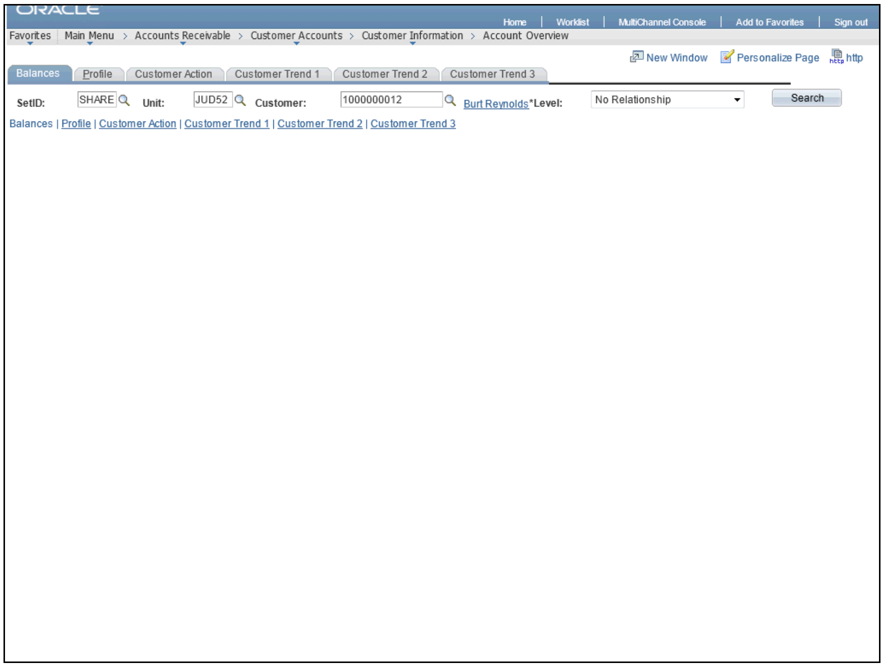
Step	Action
9.	The **Refunds** page displays. Enter the desired information into the **Unit** field. Enter "**jud52**".
10.	Click the **Load Directly to AP** option. Load Directly to AP
11.	Click the **Run** button. Run



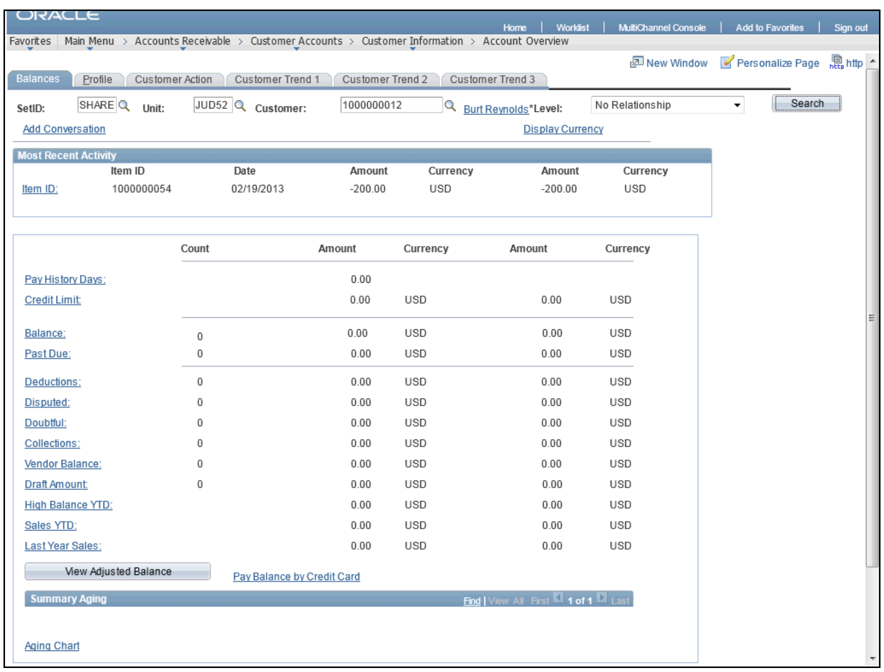
Step	Action
12.	The **Process Scheduler Request** page displays. Click the **OK** button. OK
13.	Click the **Process Monitor** link. Process Monitor



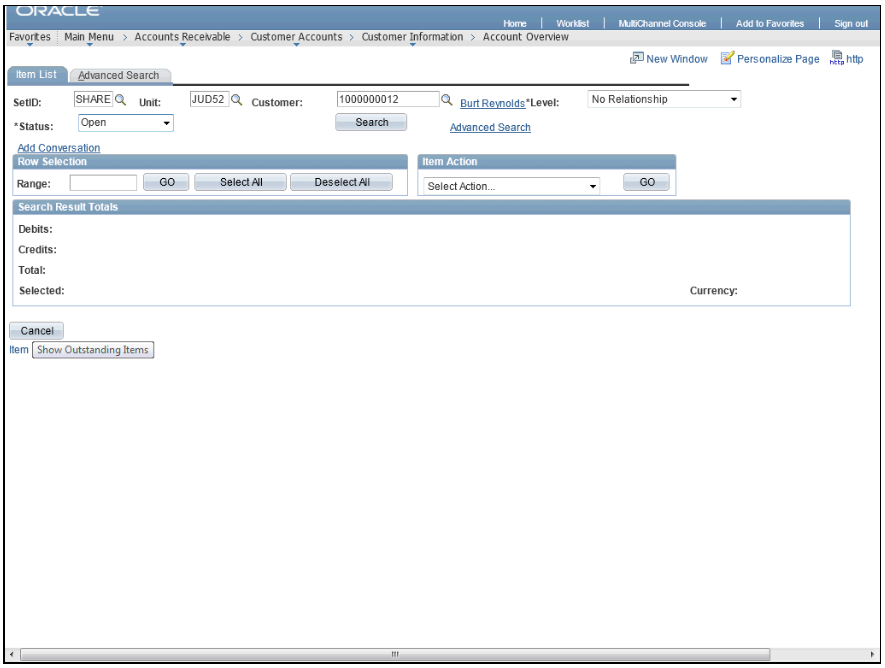
Step	Action
14.	The **Process List** displays. Click the **Refresh** button. 
15.	Click the **Accounts Receivable** menu once the Run Status reads **Success** and the Distribution Status reads **Posted**. 
16.	Click the **Customer Accounts** menu. 
17.	Click the **Customer Information** menu. 
18.	Click the **Account Overview** menu. 



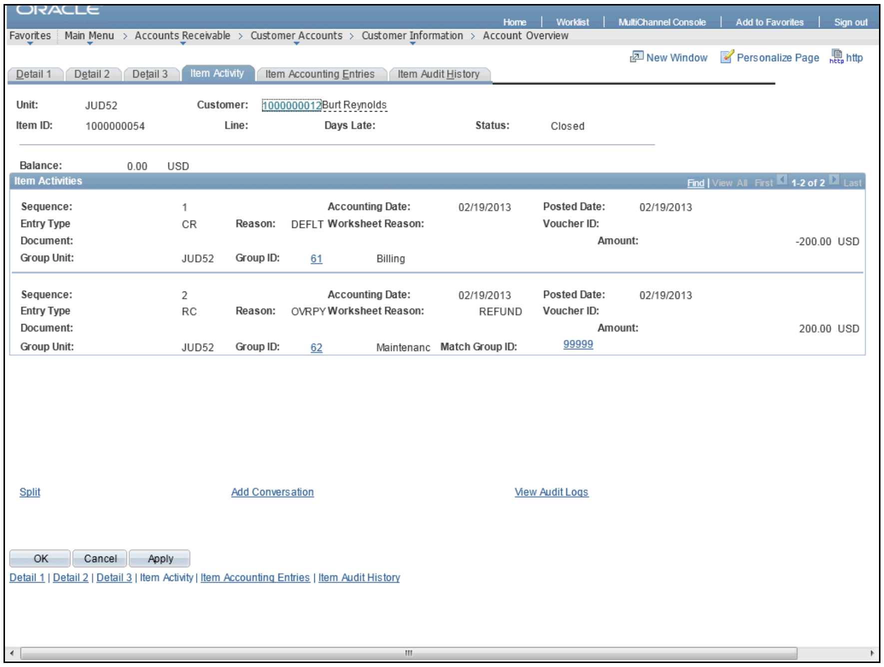
Step	Action
19.	The **Account Overview - Balances** page displays. Click the **Search** button. Search



Step	Action
20.	Click the **Balance** link. Balance:



Step	Action
21.	The **Item List** page displays. Click the **Status** list. Open
22.	Click the **All** list item. All
23.	Click the **Search** button. Search
24.	Click the **1000000054** link. 1000000054
25.	The **Item - Detail 1** page displays. Click the **Item Activity** tab.



Step	Action
26.	The **Item Activity** page displays. Review the information on the page.
27.	You have successfully completed the *Loading to AP for Voucher Creation* topic. You have learned how to: - load to AP from AR **End of Procedure.**

8.11 Running the AR Update

Upon completion of the Single Action Invoice process, the Receivable Update **(ARUPDATE)** process should be run in order for any Escrow payments to posted to the local customer's account. The **Run AR Update (ARUPDATE)** process also posts any maintenance worksheets in Accounts Receivable. The process updates customer balances and item status and creates accounting entries for a specified Business Unit within an accounting date range.

It is important to note that when the ARUPDATE job is run, all activity set to post for a business unit will be posted, regardless of the type of activity. For example, if pending billing items and payments for a batch agency are set to post, both the pending item activity and the payment activity will be posted.

It is also important not to run multiple instances of ARUPDATE for a given business unit at the same time. This is not recommended and may result in system issues.

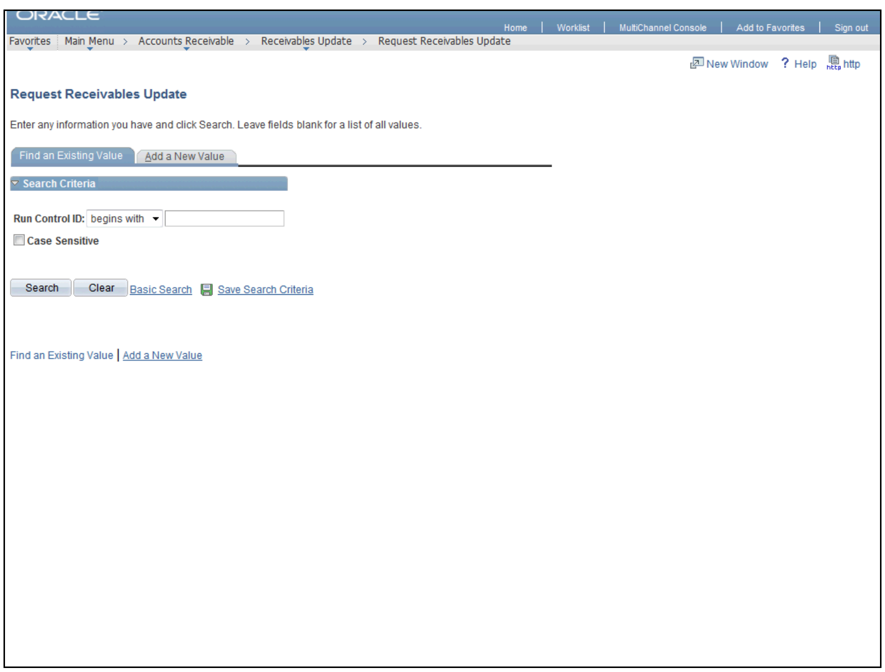
After completing this topic, you will learn how to:

- Process the Run AR Update (ARUPDATE)

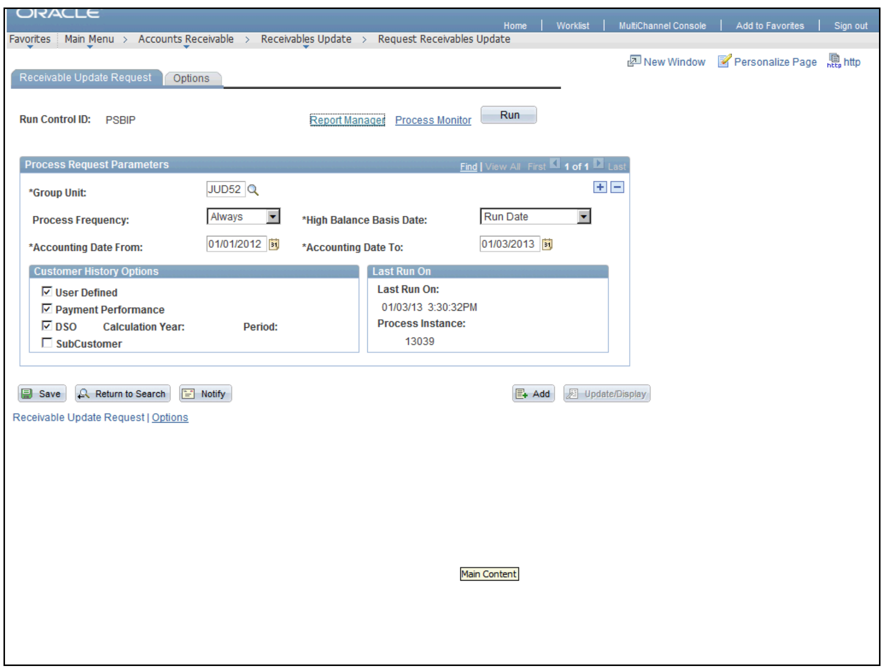
Procedure

In this topic, you will execute the **AR update (ARUPDATE)**.

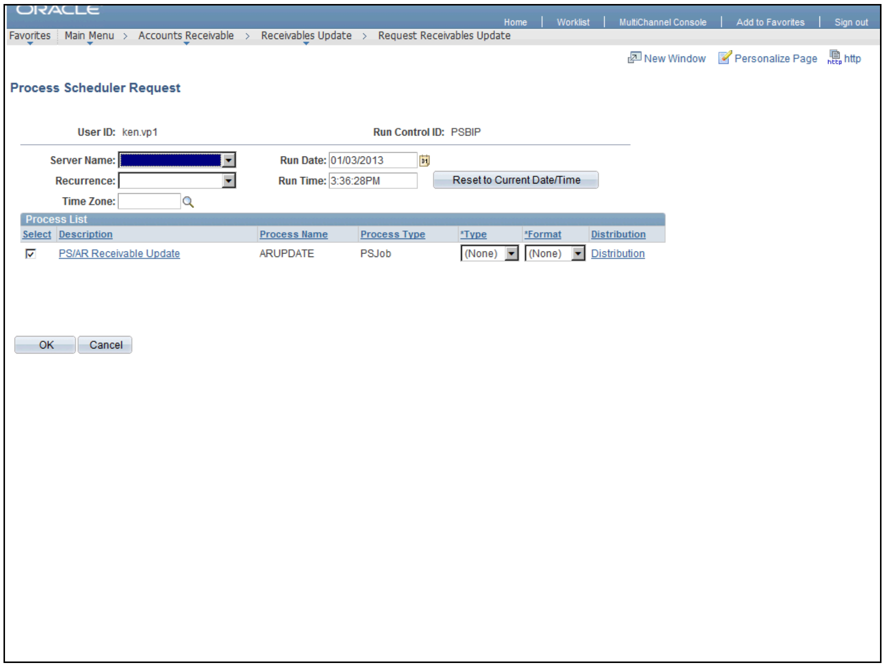
Step	Action
1.	Begin by navigating to the **Request Receivables Update** page. Click the **Main Menu** button. Main Menu
2.	Click the **Accounts Receivable** menu. Accounts Receivable
3.	Click the **Receivables Update** menu. Receivables Update
4.	Click the **Request Receivables Update** menu. Request Receivables Update



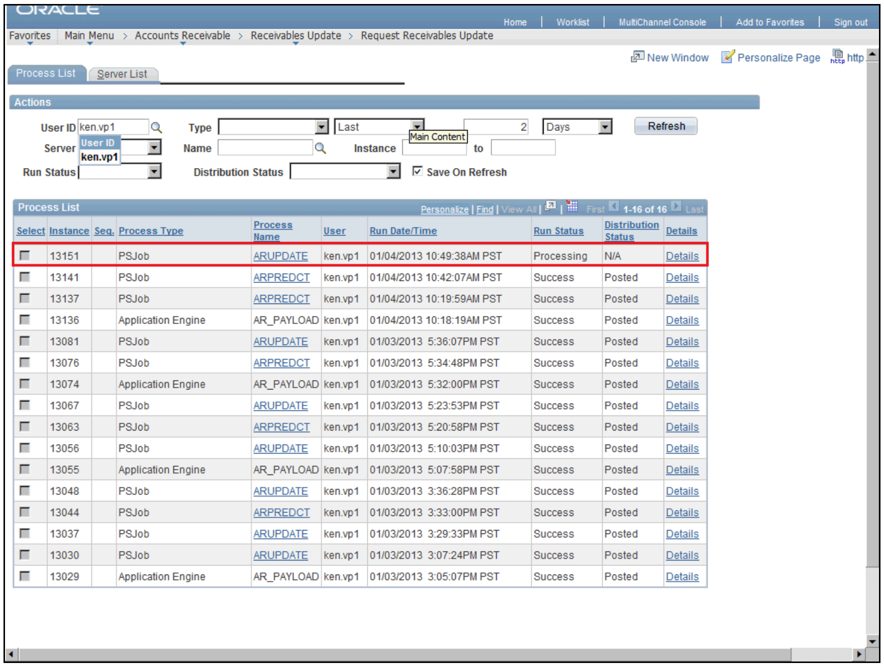
Step	Action
5.	The **Request Receivables Update** page displays. **NOTE:** If you have previously created a run control to run the AR Update process, you can search for the run control using the **Find an Existing Value** page. Create a new run control if one does not already exist. lick the **Add a New Value** tab to add a new run control. Add a New Value
6.	Enter the desired information into the **Run Control ID** field.
7.	Click the **Add** button. Add



Step	Action
8.	The **Receivables Update Request** page displays. Make sure the **Run Control** settings are consistent with the values and selections in the screenshot. Adjust the **Accounting Date From** and **Accounting Date To** values so that they include the dates of the transactions you processed. Click the **Run** button. Run



Step	Action
9.	The **Process Scheduler Request** page displays. Use this page to enter and schedule your request. Click the **OK** button. OK
10.	Click the **Process Monitor** link. Process Monitor



Step	Action
11.	The **Process List** page displays. This example shows the ARUPDATE process **Run Status** is "Processing" and **Distribution Status** is "N/A". Click the **Refresh** button. Refresh
12.	Verify that the **Accounts Receivable** process has been run and has a **Distribution Status** of "Posted".
13.	You have successfully completed the *Run AR Update* topic. You have learned to: - execute the AR Update process **End of Procedure.**

Lesson 9: Processing Revenue Refunds

Lesson Overview:
Revenue Refunds will be processed through the Accounts Payable module as a Single Payment Voucher and a One Time Vendor. By use of this approach, regular vendors will not need to be setup, which is required when processed through the Receivables Refund process. The One Time Vendor will make user of 99-99-9999 which will not be sent to GAD for new vendor approval.

Lesson Objectives:
After completing this lesson, you will be familiar with:

- Processing Revenue Refunds

9.1 Processing Revenue Refunds

Revenue Refunds will be processed through the Accounts Payable module as a Single Payment Voucher and a One Time Vendor. By use of this approach, regular vendors will not need to be setup, which is required when processed through the Receivables Refund process. The One Time Vendor will make user of 99-99-9999 which will not be sent to GAD for new vendor approval.

Workflow for local court voucher entry has already been defined and will be utilized with this process also. The court AP specialist will enter the voucher, which will then be routed to the court Supervisor for approval. Upon approval of the Court Supervisor the voucher will then be routed to DBF where they will review the information for final processing to GAD.

The attachment of the Court Approved Refund document is available via the Single Pay Invoice. The Invoice number will be the Case Number when one exists. In this topic, you will learn how to process a revenue refund.

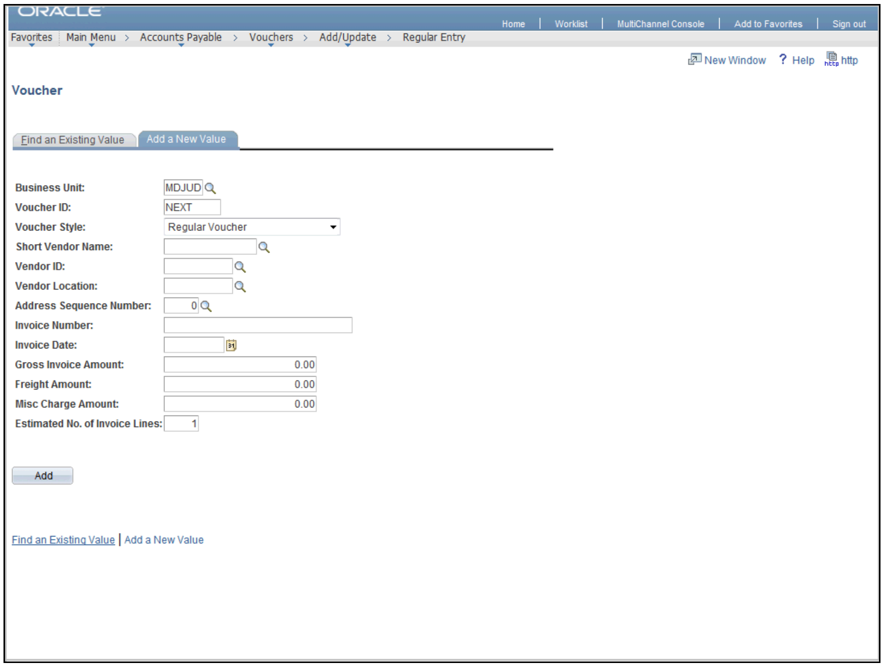
After completing this topic, you will be familiar with:

- Processing revenue refunds

Procedure

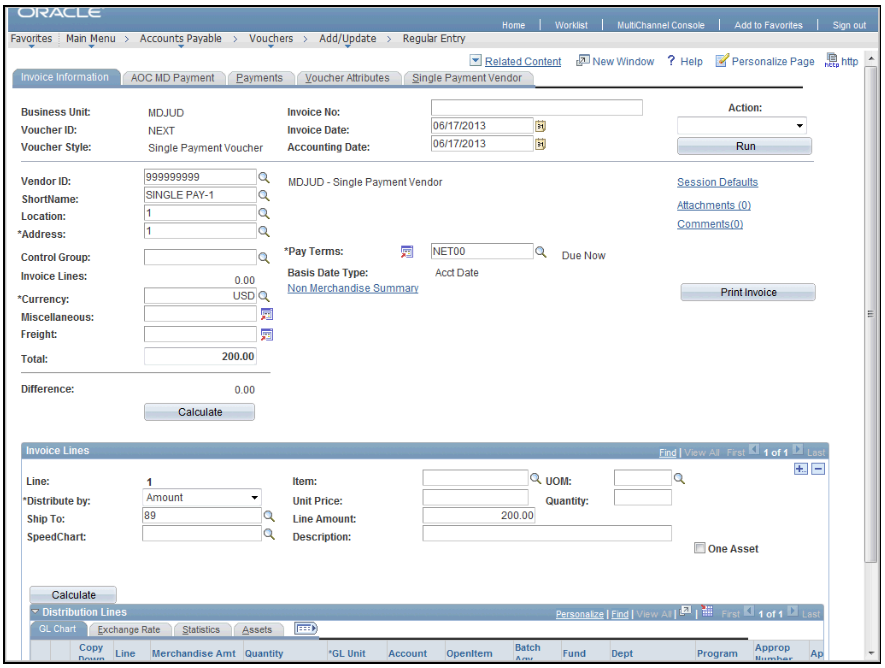
In this topic, you will learn how to process a revenue refund.

Step	Action
1.	Begin by navigating to the **Voucher** page. Click the **Main Menu** button. Main Menu
2.	Click the **Menu sort** button.
3.	Click the **Accounts Payable** menu. Accounts Payable
4.	Click the **Vouchers** menu. Vouchers
5.	Click the **Add/Update** menu. Add/Update
6.	Click the **Regular Entry** menu. Regular Entry

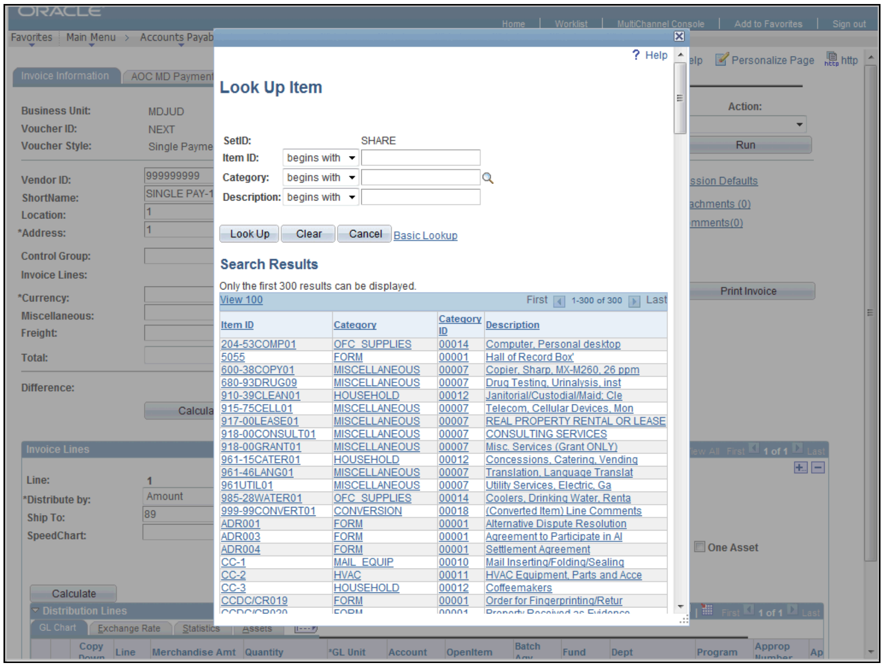


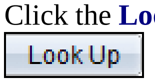
Step	Action
7.	The **Voucher** search page displays. Click the **Voucher Style** list. Regular Voucher
8.	Click the **Single Payment Voucher** list item. Single Payment Voucher
9.	Enter the Case Number or pertinent information into the **Invoice Number** field, which will be included on the checkstub from the Maryland Comptroller.
10.	Enter today's date into the **Invoice Date** field.
11.	Enter the desired information into the **Gross Invoice Amount** field. Enter "**200**".
12.	Click the **Add** button. Add
13.	The **Vendor Information - Single Payment Vendor** tab displays. Enter the Vendor's name into the **Name 1** field. Enter "**John Doe**".
14.	Enter the desired address into the **Address 1** field. Enter "**789 Main Street**". **Note:** At least one address line must be entered.
15.	Enter the desired city into the **City** field. Enter "**Annapolis**".
16.	Enter the desired state into the **State** field. Enter "**MD**".

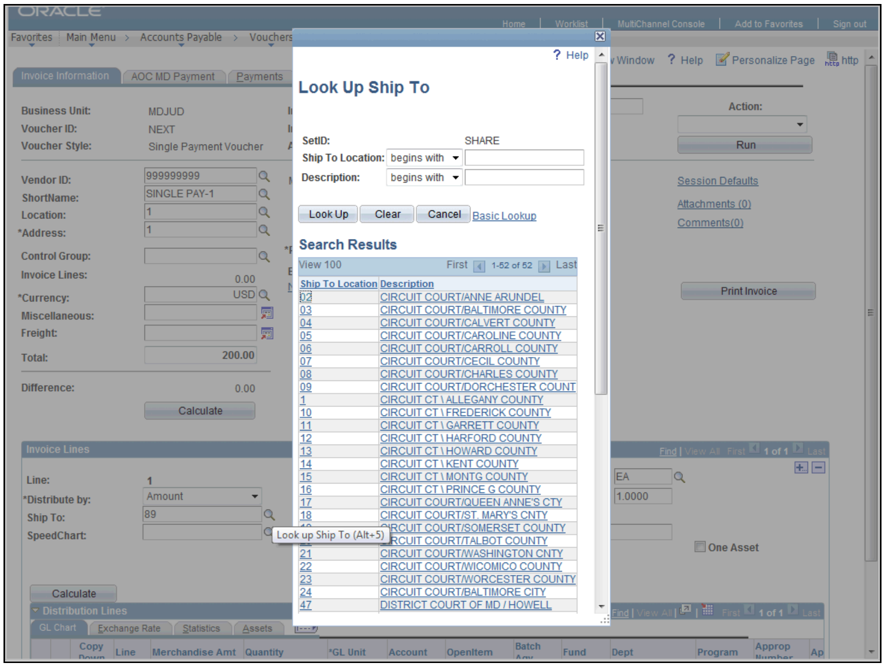
Step	Action
17.	Enter the desired zip code into the **Postal** field. Enter "**21051**".
18.	Click the **Invoice Information** tab. 



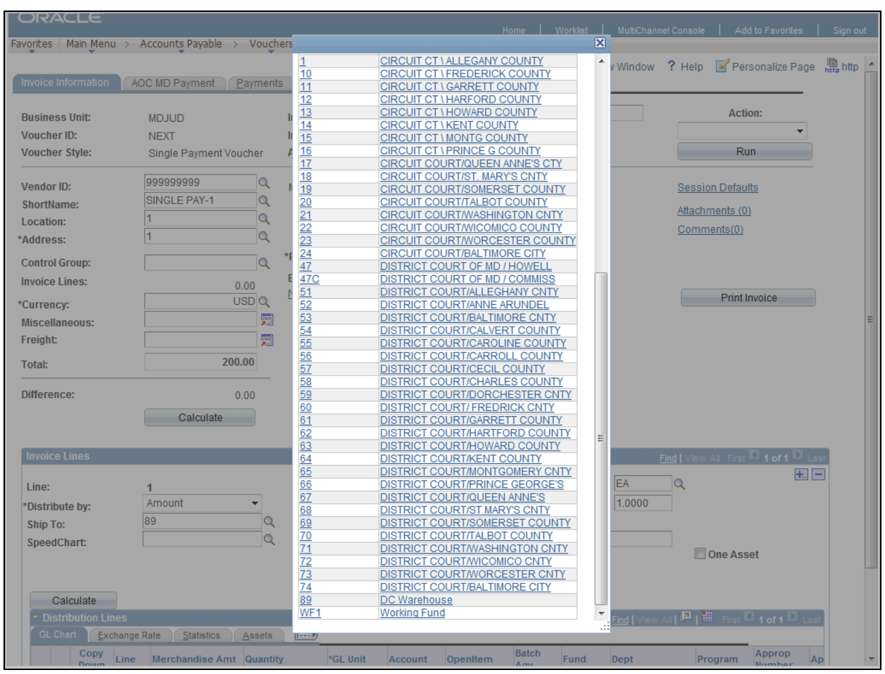
Step	Action
19.	The **Invoice Information** tab displays. Click the **Look up Item** button. 



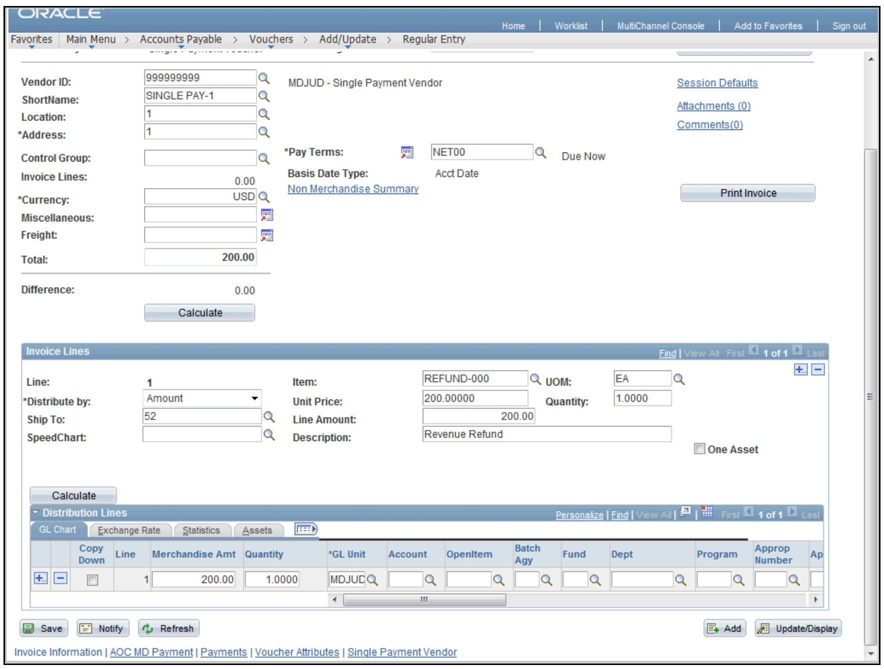
Step	Action
20.	The **Look Up Item** window displays. You may need to select the **Contains** list item in the Item ID search list to get the full list of items available. Enter the desired information into the **Item ID** field. Enter "**refund**".
21.	Click the **Look Up** button. 
22.	Click the **REFUND-000** link. 
23.	Enter the desired information into the **UOM** field. Enter "**ea**".
24.	Enter the desired information into the **Unit Price** field. Enter "**200**".
25.	Enter the desired information into the **Quantity** field. Enter "**1**".
26.	Click the **Look up Ship To** button. 



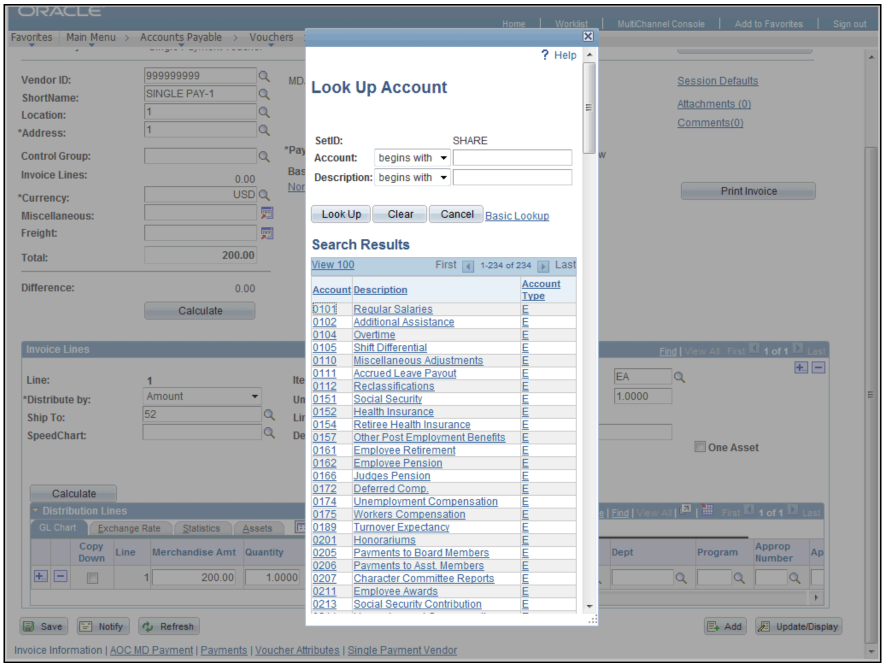
Step	Action
27.	The **Look Up Ship To** window displays. Scroll downward if needed.



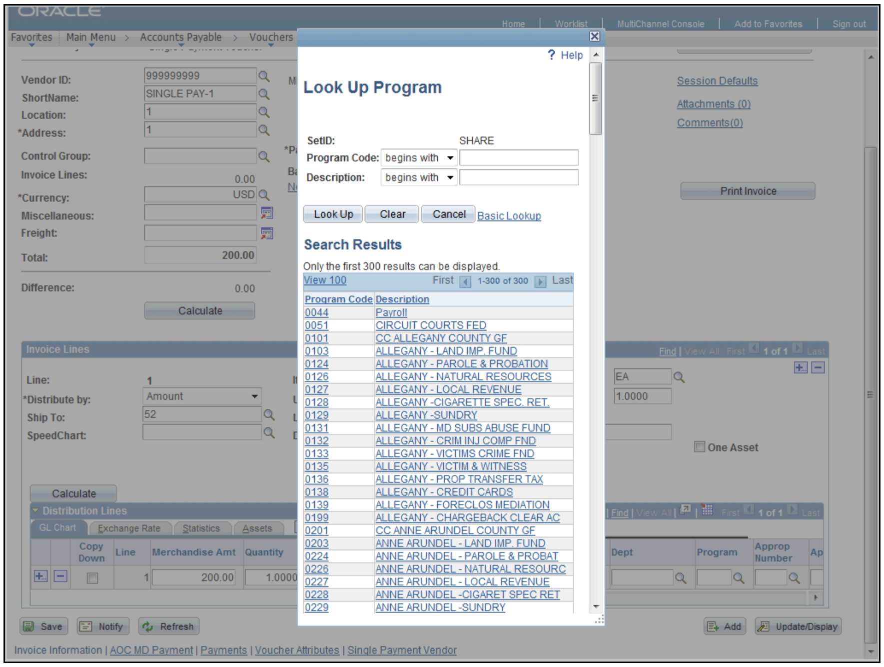
Step	Action
28.	Click the **52** link, or your court location number. 52
29.	The SpeedChart field with a PCA may be available for each court location (this will negate the need to enter the distribution line information). Enter the **SpeedChart** information, if known. If one does not exist or is unknown, follow the remaining steps.
30.	Scroll down to reveal additional fields.



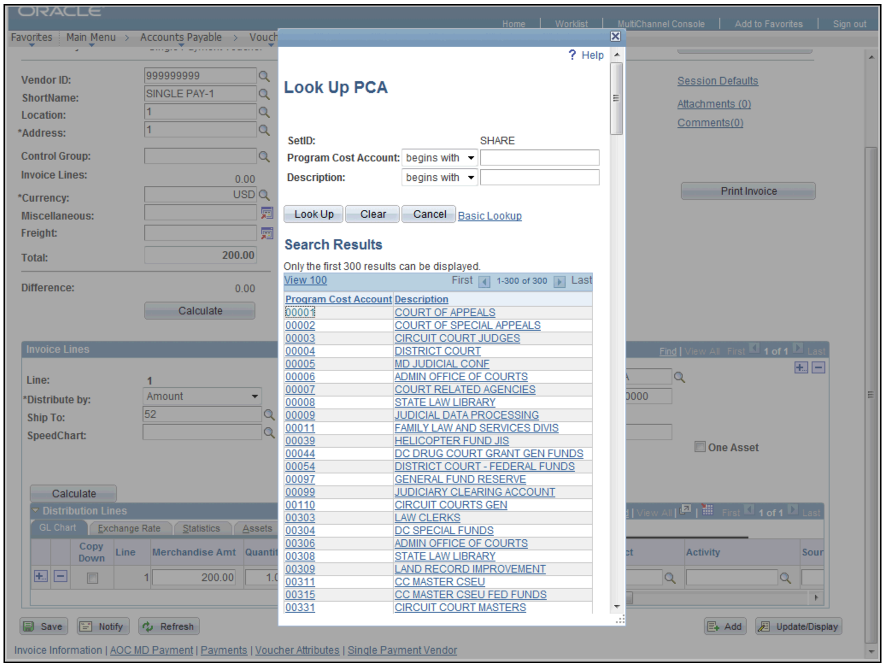
Step	Action
31.	Click the **Look up Account** button. 



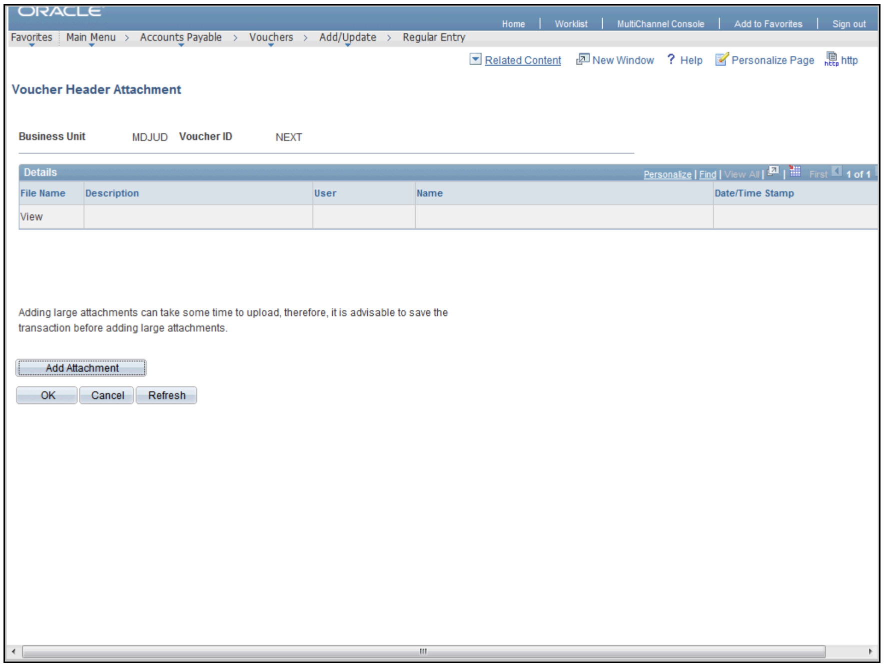
Step	Action
32.	The **Look Up Account** window displays. Enter the desired information into the **Account** field. Enter "**54**".
33.	Click the **Look Up** button. Look Up
34.	Click the **General Fund** link. General Fund
35.	Enter the desired information into the **Batch Agy** field. Enter "**C52**".
36.	Enter the desired information into the **Fund** field. Enter "**0001**".
37.	Click the **Look up Program (Alt+5)** button. 



Step	Action
38.	The **Look Up Program** window displays. Enter the desired information into the **Program Code** field. Enter "**52**".
39.	Click the **Look Up** button. Look Up
40.	Click the **5201** link. 5201
41.	Enter the desired information into the **Approp Number** field. Enter "**A5200**".
42.	Scroll to the right to reveal additional fields.
43.	Enter the desired information into the **Approp Yr** field. Enter "**AY2014**".
44.	Click the **Look up PCA (Alt+5)** button.

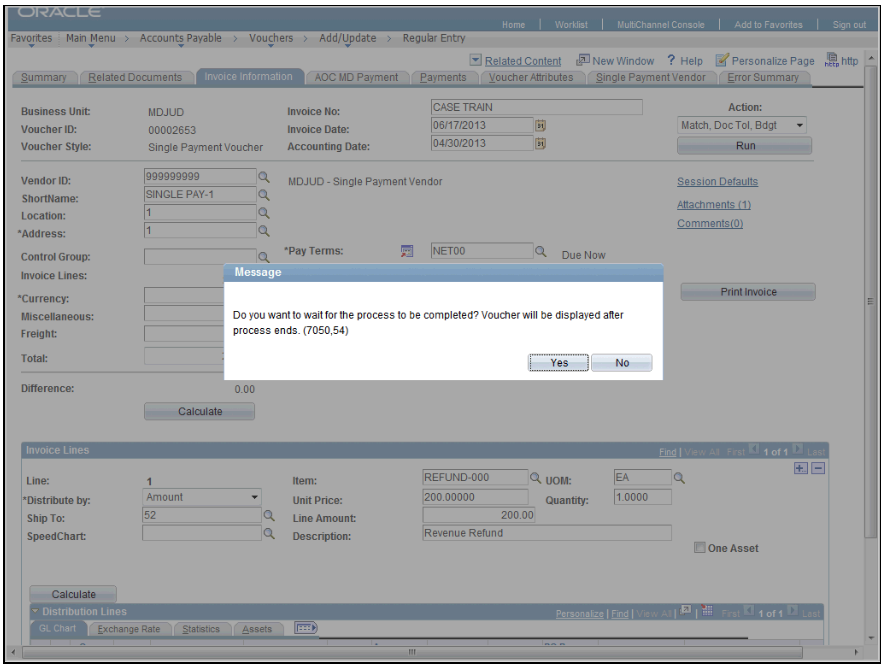


Step	Action
45.	The **Look Up PCA** window displays. Click the **DISTRICT COURT** link. DISTRICT COURT
46.	Click the **Attachments (0)** link. Attachments (0)

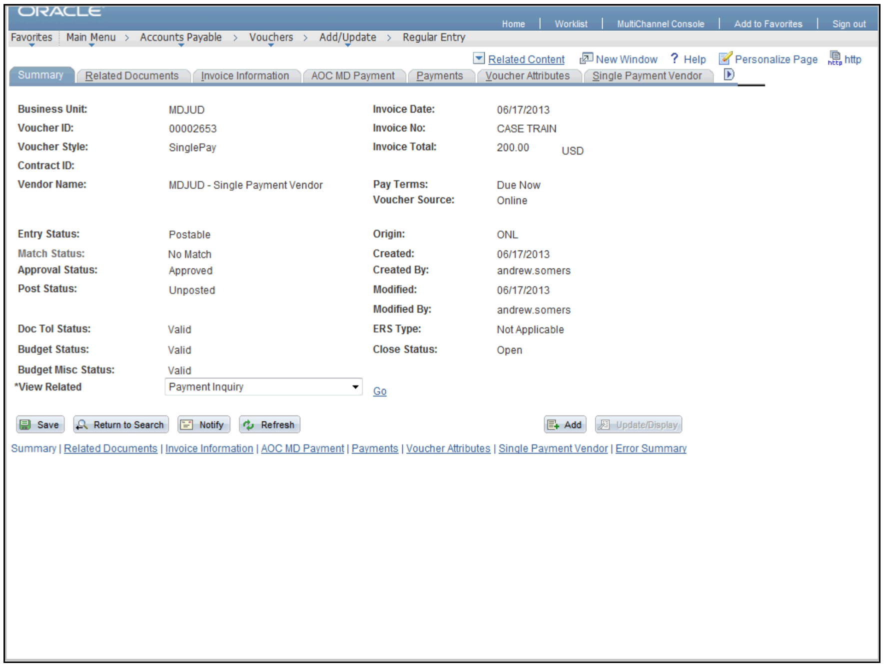


Step	Action
47.	The **Voucher Header Attachment** page displays. Click the **Add Attachment** button. Add Attachment
48.	Click the **Browse...** button. Browse...
49.	Once you find the appropriate document, select it and click the **Open** button. Note: This is where the court-approved document should be attached for DBF review. Open
50.	Click the **Upload** button. Upload
51.	Enter the desired information into the **Description** field. Enter "**Document for review**".
52.	Click the **OK** button. OK
53.	Click the **Save** button. Save

Step	Action
54.	Click the **Action** list.
55.	Click the **Budget Checking** list item. Budget Checking
56.	Click the **Run** button. Run



Step	Action
57.	Click the **Yes** button. Yes
58.	Click the **Summary** tab. Summary



Step	Action
59.	The **Summary** tab displays. Review the Summary Page: Once the payment has been processed for budget checking, due to workflow which is setup for Accounts Payable, your Approval Status should be '**Pending**.' This will now be routed through Workflow to the court supervisor for approval.
60.	You have successfully completed the *Processing Revenue Refunds* topic. You have learned how to: - process and review your revenue refunds **End of Procedure.**

Course Summary

Congratulations!

You have successfully completed the *AR230 Managing Customer Billing, Receivables and Customer Payments - District Court* course. In this course, you have learned how to:

- Record revenue allocation and customer payments

- Process Local revenue disbursements
- Generate the Fund Allocation Report (FAR)
- Revenue Allocation Adjustments
- Process return of escrow
- Process bond forfeitures
- Process deferred payments
- Process bad checks (Case related)
- Process Revenue Refunds

We hope that you found this class informative, interactive, and fun. Check out other GEARS training courses, available on the GEARS website at http://courtnet/gears/index.html (http://courtnet/gears/index.html).
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